



Smeal Allocation Board (SAB)

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Funding Process

Recommendation: Before requesting funding through the Smeal Allocation Board, it is strongly encouraged that your organization first applies for UPAC funding.

Step 1: Complete SAB Request of Funds Forms Part A and B as soon as possible
(*Recommended: 2-3 weeks before the event date*)

Step 2: E-mail completed forms to Doug McAcy (dbm18@psu.edu) and the Smeal Allocation Board (smealallocationboard@googlegroups.com).

Step 3: The SAB will e-mail you back with an appointment time and location to discuss the event and use of funding.

Step 4: Attend the scheduled appointment and the SAB will guide you in any way possible in funding for the event.

Step 5: Complete and submit the SAB Request of Funds Part C after your event. **This part helps SAB improve our funding!**

Notes:

- The organization Treasurer should be present at all Smeal Allocation Board Appointments. If the Treasurer cannot attend, another representative with thorough knowledge of the event can take their place.
- If your organization has not attended all mandatory Presidential Council Meetings during the semester in which you are applying for funding your organization *is not* eligible to receive funds.
- All funding is on a reimbursement basis.
- We encourage you to bring any additional relevant documentation of your event (*i.e. budget projections, travel itineraries, etc.*)



Smeal College of Business

Request for Funds: Smeal Allocation Board

PART A: Submitted as soon as possible (Recommended: 2- 3 weeks before event date)

This form must be e-mailed to Doug McAcy (dbm18@psu.edu) and The Smeal Allocation Board (smealallocationboard@googlegroups.com).

| | | |
|--|--------------|---------------|
| Name of Organization & Event: | | |
| Person Submitting: | Name: | Email: |
| Event Date: | | |

Description of Event (include copy of brochure if available):

What is this event? What is the current planning timeline? What is the history of this event?

Attendance:

| | |
|--|--|
| Event is open to: <i>{Example: all PSU students, members only, specific individuals}</i> | |
| Expected Attendance (approximate range): | |
| Does the cost change depending on attendance? | |
| Are there individual contributions to the event? <i>{Example: Admission Fee, Portion of Dues, etc.}</i> | |
| What is your organization's current ASA balance? | |

Justification for attendance and sponsorship:

How does the funding of this event improve the quality of the Smeal student community?

What are some ways you can advertise Smeal Student Council and the Allocation Board? For example, this could be a footnote on a brochure or a note on your organization website event page saying "this event was partially funded by Smeal Student Council."
(The official SSC and SAB logos are attached at the end of this document and can be used however you see fit.)

| | |
|--|------------------------|
| Organization President, Project Organizer, Treasurer: | Contact E-mail: |
| | |
| | |
| | |



Smeal College of Business
 Request for Funds: Smeal Allocation Board
PART B: BUDGET INFORMATION
To be completed and submitted with Part A

Name of Event:

Event Date:

Event Location:

| Item Name | Cost Per Unit | Quantity | Total Cost | Notes (if needed) |
|---------------------|---------------|-----------|---------------|--|
| <i>Ex: Nametags</i> | <i>\$.05</i> | <i>20</i> | <i>\$1.00</i> | <i>Using machine through RIIT group.</i> |
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|--|--|--|----|--|
| TOTAL COSTS FOR EVENT (ADD UP "TOTAL COST" COLUMN): | | | \$ | |
| MINUS TOTAL MONEY RECEIVED FROM OTHER SOUCES (UPAC, COMPANY SPONSORS, ETC): | | | \$ | |
| = TOTAL FUNDS REQUESTED: \$ | | | | |



Smeal College of Business
Request for Funds: Smeal Allocation Board

PART C: FOLLOW-UP REQUIREMENTS After your event takes place you must email this form to The Smeal Allocation Board (smealallocationboard@googlegroups.com).

| | |
|---------------------------------|--|
| Name of Event & Organization: | |
| Name of Person Submitting Form: | |
| Date of Event: | |

Description of event and what went well / not so well:

Student participant information:

| | |
|--|----------------------------|
| Expected Student Attendance: | Actual Student Attendance: |
| What is your organization's ASA balance after the event? | \$ |

How did you advertise Smeal Student Council through your event? (i.e. note on website/brochure/flyer)

Are you likely to hold this event in the future? If so, what are some ways to increase attendance for the next event? What could have made this event better? (i.e. more funding, higher attendance, etc.)

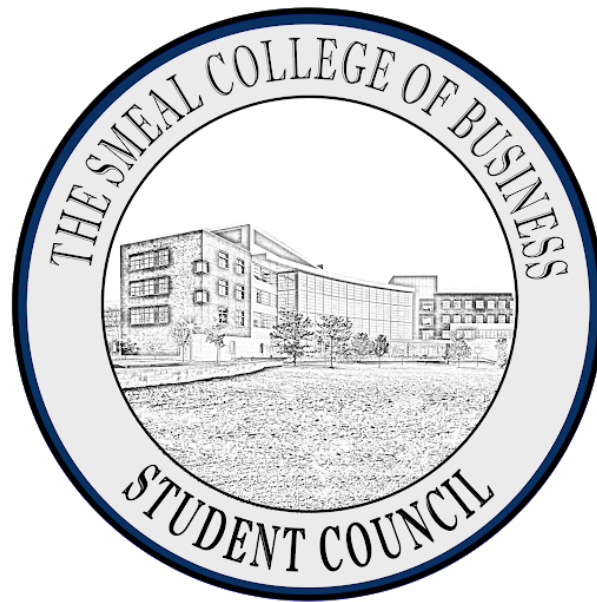
How likely are you to request from the Smeal Allocation Board in the future? Would you liked to have received more funding?



Smeal Student Council

www.smealstudentcouncil.com

Official Smeal Student Council Logo:



Official Smeal Allocation Board Logo:



Smeal Allocation Board