



# SOCIAL ACADEMIC FUNCTION FORM

Today's Date: \_\_\_/\_\_\_/\_\_\_ Date of Event: \_\_\_/\_\_\_/\_\_\_

Club Sponsoring the Event: \_\_\_\_\_

AAC Representative: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_  
(Must be a student)

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Who should the check be made out to? \_\_\_\_\_

Is the check being made out to a student, professor, SA non-funded account, or other? \_\_\_\_\_

If student or professor, please include:

Permanent address: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Total Cost of Event: \$ \_\_\_\_\_ Amount Requesting: \$ \_\_\_\_\_

Is there an admission charge? \_\_\_\_\_ If so, how much would it be before AAC funding? \$ \_\_\_\_\_  
After? \$ \_\_\_\_\_

**MAKE SURE YOU INCLUDE:**

- 1) **Typed and detailed rationale, see instructions below**
- 2) **Breakdown of Costs**
- 3) **Copy of flyer or other advertisement**

How is the remainder of your event being funded?

\_\_\_\_\_  
\_\_\_\_\_

List any other allocations the AAC has made to your organization this year:

\_\_\_\_\_  
\_\_\_\_\_

For the use of AAC only Received:
_____
Reading Number:
_____
Approved to the Agenda:
_____
For the use of AAC only
<b>Did you remember?</b>
___ Rationale
___ Copy of flyer
___ Breakdown of costs

How have you made this event open to all majors?

\_\_\_\_\_  
\_\_\_\_\_

Reading Presenter: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*I verify that this request for money has been brought before the Academic Affairs Committee by the club indicated on this form, and that this organization is asking for the funds listed on this form.*  
*(Signature of the Academic organization president)*

\*The person requesting money or a designated person named on this form must be present to speak at the AAC meeting. If this condition is not met, the AAC Representatives will either table or fail the reading. The reading cannot be passed.

**PART A: BREAKDOWN OF ANTICIPATED TOTAL COSTS**

Please list all expenses anticipated for the event including travel, food, supplies, advertising fees, speaker fees etc. If there is not enough space, please include an attached sheet detailing a price breakdown.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART A. TOTAL COSTS** (as totaled from above) \$ \_\_\_\_\_

**PART B: PERCENTAGE LIMIT ON FUNDING**

AAC may allocate no more than a certain percentage of the total function costs. This percentage is determined by the total cost of the function as determined in Part A and by using the chart below.

\$0-\$199.99	80%
\$200.00-\$499.99	70%
Above \$500.00	60%

\_\_\_\_\_ X \_\_\_\_\_ % = \_\_\_\_\_  
**TOTAL COSTS** % above **TOTAL PART B LIMITED EXPENSES** (maximum amount)\*  
(from Part A)

\*AAC may not allocate more than \$400.00 for a single academic department's social academic function.

---

---

AAC may allocate no more than a certain percentage of the total function costs. Please use the chart in part B to determine your cap on funding.

**Final request amount: \$** \_\_\_\_\_

---

---

**Please attach a brief typed rationale describing how the activity for which you are requesting funding will "enhance the educational environment of the College," and why AAC should fund the activity.**

Writing a rationale gives your organization the opportunity to make the best possible case for its funding request; therefore, it is a good idea to include as much information as possible in the rationale. Please provide a description, other sources of funding for the activity, the amount of money your organization currently has, and where it is deposited, the number of students that attended or are expected to attend this event and their major, and any other allocations AAC has made to your organization this year. A copy of your organizations advertisement and publicity for the event (that includes the SA and AAC logos) must be included when submitting any forms. All events funded in full or in part by AAC must be open to all students.

Contact your AAC representative or the Chair of AAC ([saaac@geneseo.edu](mailto:saaac@geneseo.edu)) if you have any questions or concerns.

