

# Guidelines for Requesting Contingency Funding



## About Contingency Funding:

Contingency funding is available to all students and student organizations and is intended to be available for unexpected or supplemental needs, as well as new or innovative programs. Students and student organizations connected to a funding organization or academic college will first be referred to that source of funding, but may receive contingency funding when other funding sources are unable to be used.

## Prepare the Documentation for the ASI Finance Committee

- (1) Memo that summarizes the proposal including a breakdown of costs, listing all necessary costs and highlighting what is being requested from ASI. Detail any other information you feel is relevant, such as why this expenditure is necessary and how many people will benefit from the program.
- (2) Responses Required for the Wufoo Submission.
  - a. Describe your program/event
  - b. Specify the purpose/objective of your program/event
  - c. Include an itemized list of what the requested funds will be spent on (including venue, food, security, insurance and marketing costs) and the total event budget.
  - d. If applicable, list other organizations' contributions to this event, including your own.
  - e. Estimate the expected attendance and identify your target audience for the event. - If reoccurring, state the attendance and success of recent events.
  - f. For ASI Executive Senate groups, ASI Programs or ASI Departments, specify the budget line item number(s), corresponding name(s) and amount(s) where this funding will go, if approved. - e.g., 033A-8047, Hospitality, \$2,500
- (3) PowerPoint Presentation: Please prepare your presentation covering the information provided for your request. A member of your organization will need to be available to present this presentation at the ASI Finance Committee, which meets Thursdays at 1:15pm

Complete and submit the Contingency Request form by 5:00PM the Thursday before the meeting. If we have not this request by this day, you will not be placed on the following Thursday's Finance Committee agenda.

For Event(s) on this date or after:	...have this deadline...	Review at Finance Committee	Final Approval to BOD
October 19 <sup>th</sup>	September 29 at 5pm	October 6	October 18
November 2 <sup>nd</sup>	October 13 at 5pm	October 20	November 1
November 16 <sup>th</sup>	October 27 at 5pm	November 3	November 15
December 7 <sup>th</sup>	November 10 at 5pm	November 17	December 6
January 25 <sup>th</sup>	December 1 at 5pm	December 8	January 24
February 8	January 19 at 5pm	January 26	February 7
February 22	February 2 at 5pm	February 9	February 21
March 8	February 16 at 5pm	February 23	March 7
March 22	March 2 at 5pm	March 9	March 21
April 5	March 16 at 5pm	March 23	April 4
April 19	March 30 at 5pm	April 6	April 18
May 3	April 13 at 5pm	April 20	May 2

*\*\*Exceptions to this rule will be considered on a case-by-case basis, such as holiday weeks or unexpected circumstances resulting in extreme time-sensitivity.*