



# SAFC Special Project or Category Transfer Request

**Student organization name** \_\_\_\_\_

**President** \_\_\_\_\_ / \_\_\_\_\_  
 Print name E-mail

**Treasurer** \_\_\_\_\_ / \_\_\_\_\_  
 Print name E-mail

**Advisor** \_\_\_\_\_ / \_\_\_\_\_  
 Print name E-mail

- What to include in your request**
- The SAFC is more likely to fund Special Project Requests that provide detailed information, including specific names of speaker(s), and specific dates and venues.
  - Break down all costs for your request by line item, and within the limits listed in the SAFC Funding Guidelines.
  - Be reasonable when making your request and explain why it is necessary for the mission of your group.
  - Seek additional funding for your event wherever possible and include any information on other sponsors and those amounts in your request.
  - Submit your requests as soon as possible BEFORE the event; allocations are made on a first-come, first served basis.
- Requests submitted by noon on Thursday are reviewed the next Monday.**

**Purpose for request** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List other sources of income for this event	source	income amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

**For transfer of EXISTING funding, indicate**

\$ Amount	FROM priority/category	TO priority/category
_____	_____	_____
_____	_____	_____

**For NEW requests not in the budget, indicate**

Title event \_\_\_\_\_

Date of event \_\_\_\_\_ Location \_\_\_\_\_

Expected audience \_\_\_\_\_ Will admission be charged? Yes [ ] No [ ] If yes, how much? \_\_\_\_\_

**COMPLETE REVERSE SIDE →**

**Request by Line Item**

	<b>Request</b>	<b>Allocation</b>
<b>Category 1 - Admin</b>		
Misc. Copying	_____	_____
Membership Recruitment	_____	_____
Repairs & Maintenance	_____	_____
Mailbox Rental	_____	_____
<b>Category 2 – Local Events</b>		
<b>Speaker/Performer</b>		
Honorarium/Fee	_____	_____
Travel (see Funding Guidelines for rate)	_____	_____
Lodging (see Funding Guidelines for rate)	_____	_____
Meals (\$5/\$10/\$15)	_____	_____
<b>Program</b>		
Rental Equipment	_____	_____
Services	_____	_____
Room Rental	_____	_____
Materials	_____	_____
<b>Publicity</b>		
Posters/Flyers (limit \$20/event)	_____	_____
<b>Films</b>	_____	_____
<b>Category 3 – Durable Goods</b>		
Books/Periodicals/Magazines	_____	_____
Equipment Purchases	_____	_____
<b>Category 4 - Travel</b>		
Conference/Tournament Fee	_____	_____
Membership Fee	_____	_____
Members Travel (see Funding Guidelines for rate)	_____	_____
Members Lodging (see Funding Guidelines for rate)	_____	_____
<b>Category 5 - Publication</b>		
Printing	_____	_____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

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I certify that the above information is correct.

**Signatures**

_____	<b>Date</b> _____
<b>President</b>	
_____	<b>Date</b> _____
<b>Treasurer</b>	
_____	<b>Date</b> _____
<b>Advisor</b>	