



# Office of Student Events

## Student Activity Fund Application

Please submit to Inter-Club Council Chairwoman (Kable House 115)

**PRIOR TO A CLUB RECEIVING SAF FUNDING, THE FOLLOWING MUST BE SUBMITTED:**

1. A completed Club Registration Form
2. An up-to-date Club Constitution
3. A Budget Proposal Form documenting money requests per event
4. Copies of all receipts or check requests related to the cost of the event

**Official Name of Club:** \_\_\_\_\_

**Club Advisor Information:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**Club Treasurer Information:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**Event Information:**

Title: \_\_\_\_\_

Day, Date and Time: \_\_\_\_\_

Location: \_\_\_\_\_

Briefly describe the purpose of the club's sponsorship of the event and how this event will benefit the campus. Include any other sources of funding for this event, also (i.e. fundraising, donations, or member contributions).

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**A typed budget proposal must be submitted listing all proposed expenses and specific costs.**

**COPIES OF RECEIPTS AND CHECK REQUESTS MUST BE SUBMITTED TO THE ICC CHAIRWOMAN WITHIN ONE WEEK OF EVENT IN ORDER TO RECEIVE FUNDING.**

**Please allow 2 weeks for the Allocations Committee to review your proposal and respond to the request.**

Questions? Please email [sga-icc@mbc.edu](mailto:sga-icc@mbc.edu).