SAFC Application Checklist

✓ if in packet	Read the following carefully & return proof of all costs in the red budget folder. Without proof your requests will not be funded.	SAFC Notes
	Category 1 Administrative	
	Include proof of **WSH mailbox** cost (hard to get in second semester).	
	Indicate **number of copies** for publicity on budget application (maximum $30).	
	Indicate **number of buckets** of chalk for publicity on budget application (maximum $24).	
	Sun ads for recruitment & publication announcements included here.	
	Note that internal newsletters and event programs are not funded.	
	Category 2 Local Events on- and off-campus	
	Indicate **number of copies** and **buckets of chalk** for publicity on budget application (maximum $20).	
	Remember your SAFC-**FUNDED EVENT** will receive **2 free *Sun* ads**.	
	Include proof that you have **secured a venue and the cost** (email, approved UUP) for both on- & off-campus events, including practice rooms.	
	Include **on- & off-campus venue location** and **cost** on budget application.	
	Indicate if you plan to **charge admission** and number of **attendees expected** on budget application.	
	Go to ***http://sao.cornell.edu*.edu** for event planning help and UUP forms.	
	Include ***Letter of Intent*** for speaker/performer with fee of more than $500 (maximum $3000, or $5000 co-organized). **OR** include **proof of contact** for speaker/performer with fee of $500 or less (email, letter or other proof of cost).	
	Include **speaker/performer travel arrangements** on budget application: • Submit Mapquest.com from web with mileage ($.55 per mile). • Submit Proof of cost of airfare. (covered if cheaper than $.55/mile)	
	Include number of nights requesting **speaker/performer lodging** on budget application (maximum $75/night).	
	Include number of days requesting **speaker/performer meals** (maximum $30/day [$5 breakfast, $10 lunch, $15 dinner].	
	Submit proof of cost of all **on- & off-campus services to be provided** for your event: lighting, CU Police, ice time, sound, materials, rentals, etc.	
	Submit **approval from ISSO** if speaker/performer is from a foreign country.	
	Remember speaker/performer **cannot be** student, faculty or family member.	
	Proof of **film rental fee** and permission to show copyrighted material. Explain what the educational or cultural purpose.	
	Category 3 Durable goods/equipment	
	Include price quote from email, web, or catalog for **equipment requests**.	
	Include price quote from email, web, or catalog for **subscription requests** (periodicals, books, or magazines) essential to your organization.	
	Shipping charges may be funded.	
	Indicate where the item requested is to be **stored** on budget application.	
	Explain why requests are **essential** (can this be found in the library?).	

	Include an ***Inventory Report*** items funded in the past.	
	Category 4 Travel Events	
	Indicate **number of students** attending conference, tournament, or trip on budget application: • Include **travel event request addendum** of why it is necessary for more than four people to attend.	
	Include proof of the **number of nights** (web or email, max $15/student.night).	
	Include **Mapquest.com web documentation of mileage** (maximum $.073 /mile per car of four for travel).	
	Include **proof of your exact conference**, tournament or trip (web or letter from conference or sponsor).	
	Include proof of **conference fee cost** (web or email) excluding food.	
	Include proof of **membership fee cost** (web or email).	
	Explain if conference, tournament, or trip is pre-professional, religious, charity or politically biased on budget application.	
	Remember that **no food** expenses will be funded by the SAFC.	
	Club Sports may need to submit breakdown of each tournament.	
	Category 5 Publications	
	Submit a **vendor quote** for your print job (bill, estimate, invoice, or email).	
	Indicate **number of issues** and **number of pages** in each issue on budget application.	
	Indicate whether or not you will have **advertising support**.	
	Include an old **copy example** of your publication (if it is a new publication include a written proposal of publication).	
	Other things to remember	
	Include **bank statements** and **explain how you will use outside funding** on budget application.	
	Are you a **new organization**? First or second semester?	

Please note:

The SAFC **WILL NOT** accept your Budget Packet unless you have:

- Associated Documentation

The SAFC **WILL NOT** check that you have included all of the proof that is requested and required when you turn in your budget packet. That is your responsibility. Review the *Organization Checklist* carefully! Without proof your requests will not be funded.

Questions? Attend a help session.
September 8, 9 & 10
4:30 – 5:30 pm
Int'l Lounge, WSH