

Campus Activities Board

Instructions

The following pages constitute the official application for funding from the Campus Activities Board. All information must be typed. The application is comprised of four parts:

- A. General Organization/Department and event information
- B. Detailed event, funding and co-sponsorship information
- C. A copy of the calendar clearance pass indicating that space has been reserved for the event
- D. Copies of all final pre-bills and/or invoices for the items that you seek funding for

Submit all elements of your proposal to the attention of Jackie Lochrie, Associate Dean for Student Services, at lochriej@stjohns.edu

Fall 2019 Campus Activities Board Meeting Dates

MEETING DATE	TIME	LOCATION	APPLICATION DEADLINE
Sept 16	2 p.m. to 3:30 p.m.	DAC 212	Aug 30
Sept 30	2 p.m. to 3:30 p.m.	DAC 212	Sept 13
Oct 17	2 p.m. to 3:30 p.m.	DAC 123	Sept 27
Oct 28	2 p.m. to 3:30 p.m.	DAC 212	Oct 11
Nov 14	2 p.m. to 3:30 p.m.	DAC 212	Oct 25
Dec 2	2 p.m. to 3:30 p.m.	DAC 212	Nov 15

Spring 2020 Campus Activities Board Meeting Dates

MEETING DATE	TIME	LOCATION	APPLICATION DEADLINE
Jan 27	2 p.m. to 3:30 p.m.	DAC 212	Jan 10
Feb 10	2 p.m. to 3:30 p.m.	DAC 212	Jan 24
Feb 24	2 p.m. to 3:30 p.m.	DAC 212	Feb 7
March 9	2 p.m. to 3:30 p.m.	DAC 212	Feb 28
March 23	2 p.m. to 3:30 p.m.	DAC 212	March 14
April 16	2 p.m. to 3:30 p.m.	DAC 212	March 28

All applications are due by 4:30 pm on the deadline date according to the schedule above AND at least four weeks (28 days) prior to the event date.

A. Complete form with the appropriate information.

(Please type in all shaded areas)

Cover Page with Budget Request

Department Name:

Contact Person's Name:

E-Mail Address:

Telephone Number:

Name of Event:

Date of Event:

Location of Event:

Rain Date of Event:

Rain Location of Event:

(Please note that a Rain Location is needed for any event that is planned to occur outdoors)

Amount Requested: \$0.00

Current Amount in Budget: \$0.00

Total Amount for the Program: \$0.00

Brief Description: Please type 3-5 sentences here

This is your Signed Agreement with the Division of Student Affairs.

I agree and understand, as budget administrator for **Type Name of Department** that it is my responsibility to follow Campus Activities Board funding guidelines and regulations. I realize that if I misrepresent any allocation request in any way intentionally trying to misuse allocated funds my department will return the funds back to the Campus Activities Board from the departmental budget. I understand all policies and procedures related to this application. I understand that my responsibility as an organizer of this organization/programming entity is to strive for the betterment of my organization and St. John's University as a whole.

Event Organizer Signature

Date

Budget Administrator Signature

Date

B-2. Sample proposal to guide proposal writing.

International Food Fest

CAB Proposal

International Student Association

Submitted on 9-1-15

SAMPLE PROPOSAL

Contact: Jane Doe, ISA President - (718) 555-5555 – Jane.doe12@stjohns.edu

Summary: The purpose is to provide a program that many students would want to attend, featuring cultures and foods from all around the world. This is consistent with the St. John's mission of developing students that are prepared for a diverse world. The event was held in the past, but has not been offered in the last two years. The event will be held on November 15 to coincide with other cultural programming, and during common hour to allow for many people to participate. It will be held in the D'Angelo Center Room 416. We will conduct committee meetings throughout October and November to confirm all details associated with the event. We are asking for \$2,000.00 to help student organizations with the cost of preparing and presenting food at the event. Our organization and collaborators will take care of all costs associated with overhead; promotion, setup, and awards for best tables/food. The event will be free to all students, faculty, and staff.

Collaborators: Leadership Development (labor, \$), Campus Ministry (labor, \$), Academic Service Learning (labor, \$), School of Law (labor, \$).

Budget: The CAB funding, if approved, will be used to support as many as twenty different organizations to be able to subsidize the cost of food and materials for their table. Each organization will be asked to present a menu to ASA that outlines how they will use the money. Each organization is expected to provide one full plate for every \$2.50 budgeted (Ex. If Academic Service Learning receives \$250, they would provide at least 100 plates of food). A tally of how the money was distributed will be turned into our liaison, and any unused funds will be returned to CAB.

Income Source/Co-sponsorship	Expense Description	Income	Expense
Leadership Development		\$ 400.00	
Campus Ministry		\$ 400.00	
Academic Service Learning		\$ 400.00	
School of Law		\$ 400.00	
CAB		\$ 400.00	
	Giveaways		\$ 400.00
	Dunkin Coupons		\$ 400.00
	Co-Op		\$ 400.00
	Linens & Decoration		\$ 400.00
	Food		\$ 400.00
		\$2,000.00	\$2,000.00

Marketing: The following strategies will be utilized:

- 65 color fliers will be posted in the residence halls
- 35 color fliers will be posted throughout campus in display cases
- 150 B&W fliers will be placed in student org mailboxes
- Color posters will be placed in Montgoris, Marillac, and the UC
- 5000 Club cards will be handed out to students through the Street Team
- Two quarter page ads will run in the Torch
- Messages will be sent to students through St. John's Central
- Thank you for considering our request. Please contact Candice for more information!

C. Attach a copy of the Student Affairs Event Reservation Form or Student Affairs Event Pass of the location of the event.

D. Attach copies of all pre-bills and/or letters of intent that you seek funding for.

*(Please note: There should be **no** contracts or final invoices for any event that you are seeking funding for until after the CAB committee meeting.)*

Submissions

Submissions should be made in the form of a proposal that outlines connections to institutional mission and goals, target audience, budget and intended outcomes. They should include:

- A list of contacts with titles, cell phone, and email
- A summary of the event; purpose, history, timeline, funding
- A list of involved collaborators (i.e. organizations, offices, community agencies)
- A description of how money will be spent
- A budget outlining sponsor funding, needed funding
- A marketing plan outlining how event will be advertised to the campus

Suggested Attachments:

- A letter of intent from the speaker/talent (not a contract)
- A copy of the calendar clearance pass
- A copy of the speaker/talent biography
- A completed Event Planning Worksheet

Proposal Dates

The following are dates and times associated with proposals:

- Proposals will be heard at meetings held periodically during the Fall and Spring semesters and at least once in the summer (June through August)
- Proposals must be submitted at least **three weeks** before the event or activity is to be held
- Decisions about funding will be communicated within seven days of meeting