

## Campus Activities Board 2022-23

### 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](mailto:lochriej@stjohns.edu)

### *Fall 2022 Campus Activities Board Meeting Dates*

*All meetings are held Thursdays at 2 pm: WebEx invites upon application submission.*

Meeting Date	Application Deadline
September 15, 2022	September 2, 2022
September 29, 2022	September 16, 2022
October 13, 2022	September 30, 2022
October 27, 2022	October 14, 2022

### *Spring 2023 Campus Activities Board Meeting Dates*

*All meetings are held Thursdays at 2 pm: WebEx invites upon application submission.*

Meeting Date	Application Deadline
January 26, 2023	January 13, 2023
February 19, 2023	January 27, 2023
February 23, 2023	February 10, 2023
March 9, 2023	February 24, 2023
March 23, 2023	March 10, 2023
April 6, 2023	March 24, 2023

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

As the budget administrator for (Type Name of Department), I agree and understand 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 intended and/or ally in trying to misuse allocated funds, my department will return the back to the Campus Activities Board from the departmental budget. I understand all policies and procedures related to this application. I know that my responsibility as an organizer of this organization/programming entity is to strive to improve my organization and St. John's University as a whole.

\_\_\_\_\_  
Event Organizer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Administrator Signature

\_\_\_\_\_  
Date



**Campus Activities Board 2022-23**

**B. Proposal**

**Type Program Name**

**CAB Proposal**

**Type Department**

**Submitted on Type Date**

**Contact:**                      **Name:**  
*(Type in Shaded Area)*      **Position:**  
   **E-Mail:**  
   **Phone Number:**

**Summary:** Please type a minimum of 3-5 sentences or as much space as is needed.

**Collaborators:** Please type all collaborations and co-sponsorships, including their contributions

**Budget:** Please type what the money will go toward

Income Source/Co-sponsorship	Expense Description	Income	Expense

**Previous CAB Support:** Please indicate any funds distributed by CAB for this event in the past.

Is this the first time this event is being held?: If not, please indicate the total cost of the event in the past along with the attendance record.

**Marketing:** The following strategies will be utilized (Use as many spaces as needed):

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**Conclusion:** Please add any information that the Board would find helpful in making a decision

**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 around the world. This is consistent with 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 programs and during common hour to allow 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 subsidize the cost of food and materials for their table. Each organization will be asked to present a menu to ASA outlining 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 will 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.

<b>Income Source/Co-sponsorship</b>	<b>Expense Description</b>	<b>Income</b>	<b>Expense</b>
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 event’s location.**

### **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 you are seeking funding 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 the money will be spent
- A budget outlining sponsor funding needed funding
- A marketing plan outlining how the 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 **four weeks** before the event or activity is to be held
- Decisions about funding will be communicated within seven days of the meeting