



**University of Illinois at Chicago**  
**Liberal Arts & Sciences Alumni Association**  
 Department Organization Funding Request

The University of Illinois at Chicago (UIC) Liberal Arts & Sciences Alumni Association (LASAA) is committed to building relationships between and among alumni and current students. As part of this commitment, each year the LASAA allocates resources to sponsor department organization events that fulfill our mission as part of the University of Illinois Alumni Association (UIAA).

**LASAA Mission Statement**

The Liberal Arts & Sciences Alumni Association strives  
 to build and maintain lifelong relationships with LAS alumni and students  
 and the University of Illinois at Chicago.

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***Applications Guidelines***

- In order to be considered for funding, a department must be affiliated with the College of Liberal Arts & Sciences (LAS).
- A department faculty member or student must submit the application for funding.
- If a LAS department receives funding for an event, it is expected that the department will recognize LASAA as a co-sponsor of the event/program in all promotional materials and announcements. In addition, LASAA expects that:
  - ❑ 2 members of the Board of Directors are allowed to attend event or program (gratuitously)
  - ❑ LASAA is allowed to promote LASAA and UIAA at the event.
- Departments sponsored will be required to provide receipts for costs and send a written summary, within one month of the event, to the LASAA board.
- Departments requesting funding must have at least one faculty member advisor/sponsor for their event and present at the event
- The event MUST directly strengthen the link between LAS students and LAS alumni

You may fax, email or return this application to:

KJ Hardy, Associate Director  
 Office of External Affairs (MC 228)  
 College of Liberal Arts & Sciences  
 University Hall, Room 803  
 601 S. Morgan Street  
 Chicago, IL 60607  
 Fax: 312 996 9839  
 kjhardy@uic.edu



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**PART I**

Amount of Funding Requested \$ \_\_\_\_\_

Please indicate the type of event for which you are requesting funding:

- Career Development
- Lecture/Presentation
- Recognition/ Awards Ceremony
- Workshop/ Conference
- Networking event
- Other \_\_\_\_\_

**Departmental Information**

LAS Department: \_\_\_\_\_

Event Chair/Contact Person: \_\_\_\_\_

Event Chair Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Email: \_\_\_\_\_

**PART II**

Event Name or Title: \_\_\_\_\_

Event Date and Location: \_\_\_\_\_

Who is your target audience?

- Students
- Faculty
- Alumni
- Staff
- Other \_\_\_\_\_

What is your target attendance number? \_\_\_\_\_

What groups will be invited?

- Students
- Faculty
- Alumni
- Staff
- Other \_\_\_\_\_



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How will you publicize the event?

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Describe the purpose of this event or program and how it will benefit the relationship between LASAA and students.

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Proposed budget for the event (list each major expense)

Reason	\$ Amount

Total budget \$ \_\_\_\_\_

If you received funding from LASAA, how will it be used? (i.e. bus: \$250, flyers: \$400) \_\_\_\_\_

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Will you be charging for the event?      Yes      No      If yes, how much?

\_\_\_\_\_ Student    \_\_\_\_\_ Alumni    \_\_\_\_\_ Faculty    \_\_\_\_\_ Staff    \_\_\_\_\_ Other



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Will this event generate revenue for your organization?    Yes    No

If yes, what is the projected revenue?    \$ \_\_\_\_\_

How will it be used by your department? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any other sponsors for this event: \_\_\_\_\_  
\_\_\_\_\_

Faculty/Staff Name \_\_\_\_\_

Faculty/Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Person completing application \_\_\_\_\_  
(If different from above)

Signature of Person completing application \_\_\_\_\_ Date \_\_\_\_\_