



University of Illinois at Chicago
Liberal Arts & Sciences Alumni Association
 Student 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 student 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.

Applications Guidelines

- In order to be considered for funding, a group must be a recognized student organization as defined by UIC Student Organization guidelines and must be affiliated with the College of Liberal Arts & Sciences (LAS).
- A student member of your organization must submit the application for funding.
- If a student organization receives funding for an event, it is expected that the organization 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.
- Organizations sponsored will be required to provide receipts for costs and send a written summary, within one month of the event, to the LASAA board.
- Organizations 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 Advancement (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_____

Student Group Information

Group/Organization Name: _____

Faculty/Staff Advisor: _____

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?

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

Proposed budget for the event (list each major expense)

Reason	\$ Amount
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<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Total budget \$ _____

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

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 organization? _____

Please list any other sponsors for this event? _____

Faculty/Staff Advisor Name _____

Faculty/Staff Advisory Signature _____ Date

Student Organization President Name _____

Student Organization President Signature _____ Date

Name of Person completing application
(If different from above) _____