SAMPLE STUDENT ORGANIZATION EVENT REQUEST FORM

Student Organization Information (page 1)

Form Title	(EXAMPLE) Need to Fill In	Purpose
Name		Contact person for a problem or confirmation
Email		
Phone Number		
Title		
Student Organization		
General Purpose of Organization		
Number of Students in Your Organization		
Students in Organization: [Check All That Apply]		This is to know if your organization has graduate students or not.

Event Request Information (page 2)

Form Title	(EXAMPLE) Need to Fill In	Purpose
Name of Event		This is the title that your event will be recognized by.
Date of Event		
Event Start Time		
Event End Time		
Do You Want Registration for Your Event?		Registration helps you plan how many people want to attend your event. This is not required, but encouraged.
To What Email Should Registration Be Sent?		This person will receive the registration confirmations.
Estimated Number of Attendees		This helps you and OSE plan for a specific number of

		people.
Do you need transportation for your event?		OSE needs to know if we need to schedule a Chatham shuttle and driver or someone over 21 years old needs to be van registered through the university to drive students
Estimated Number of People who need Transportation		
Type of Event		Here you will choose what type of event you are having.
If Other, Please Explain		
Brief Description of Event		This information is directly placed into My.Happenings on My.Chatham
Will This Event be Reoccuring?		This will allow OSE to process this event for all dates.
If yes, please provide the additional dates on which this event occurs		
Is this going to be a virtual or in-person event?		
Do you want to use the Student Organizations Zoom Pro Account for your virtual event/meeting?		
If no, please provide the link to the event or meeting below		OSE will then be able to publicize your event.
How would you like us to help you promote your event?		Please select all the options you would like.
Please use the space below to provide details on how you plan to promote your event.		This lets OSE know where/ how else you are promoting.
Event Location (First Choice)		If you select "other," please specify what the location is.
Event Location (Second Choice)		If you select "other," please specify what the location is.

Event Location (Third Choice)		If you select "other," please specify what the location is.
Will you require any of the following for your event? Check all that apply.		If you mark the catering box, please submit a cost breakdown document of the items that you wish to have and request money through UBC (unless you have outside funding).
If you require digital equipment (microphone, sound system, projector, etc.), please detail your needs below.		Please be as specific as possible to ensure that your request is submitted through OSE correctly.
Please describe in full how you would like the room to be set up for your event, including the necessary number of tables and chairs.		Please be as specific as possible to ensure that your request is submitted through OSE correctly.
How would you like your tables/ chairs to be arranged?		Please be as specific as possible to ensure that your request is submitted through OSE correctly.
If desired, scan and upload a diagram of your preferred set-up for the event.		This helps Facilities understand your exact request, but it is not necessary if you have communicated your needs above.
Do you want to request UBC funds for your event?		Please check "yes" if you are looking to purchase anything for your request (unless you have outside funding).

Undergraduate Budget Committee Funding Request (page 3)

Form Title	(EXAMPLE) Need to Fill In	Purpose
Will admission ($) be charged?		If you are charging admission and requesting UBC funds, you must return the UBC funds after your fundraiser ends.

If admission is charged, how much per person ($)?		
If this event is an annual event, for how many years has this event taken place?		This lets us know if this is an annual event.
Did you receive funding for this event last year?		
If you received funding for this event last year, how much did you receive ($)?		Please be as accurate as possible.
FOR EVENTS SPONSORED BY MULTIPLE ORGANIZATIONS: Explain how the organizations sponsoring this event will work collaboratively to ensure a successful event.		Please list the names of the organizations, as well as, the name of a contact from each organization.
Feel free to utilize this space to share any additional information you would like the Undergraduate Budget Committee to consider		
Honorarium / Contract Fee Description		It is customary to provide a guest speaker an honorarium. These cannot be provided to employees of the university.
Honorarium / Contract Fee Amount ($)		
Food / Catering Description		Please outline what you are specifically requesting funding for.
Food / Catering Amount ($)		
Supplies Materials Description		Please outline what you are specifically requesting funding for.
Supplies Materials Amount ($)		

Advertising Description		Please outline what you are specifically requesting funding for. If applicable, add links.
Advertising Amount ($)		
Rental Description		Please outline what you are specifically requesting funding for. If applicable, add links.
Rental Amount ($)		
Copies/ Programs Description		Please outline what you are specifically requesting funding for. If applicable, add links.
Copies/ Programs Amount ($)		
Miscellaneous Expenses Description		Please outline what you are specifically requesting funding for. If applicable, add links.
Miscellaneous Expenses Amount ($)		
TOTAL Amount ($)		This amount must equal the amount that is outlined above. If applicable, add links.
Subtract Fund from other contributions ($)		This number would come from any partnerships or outside funding you have access to.
Subtract funds from fundraising ($)		
Subtract estimated admission revenue ($)		
Upload any additional information here. Example: detailed list of purchases		Please include a cost breakdown document of the items that you are looking to purchase. Reference an example below.

COST BREAKDOWN EXAMPLE

** you do not need to have every category listed below or these specific items **

Food/ Catering: ($102)
- Small Spinach Artichoke Dip ($42)
- 2 Dozen Cookies ($21)
- Iced Water ($3)
- Lemonade ($36)

Supplies: ($55)
- Notebooks ($30)
- Pens ($15)
- Stickers ($10)

Advertising: ($30)
- Lawn signs ($20)
- Posters ($10)

Miscellaneous: ($30)
- 3 gift cards to Amazon ($30: $10 each)

TOTAL AMOUNT ($): $217

SAMPLE STUDENT ORGANIZATION
EVENT & SPECIAL REQUEST FORM

Student Organization Information (page 1)

Form Title	(EXAMPLE) Need to Fill In	Purpose
Name		Contact person for a problem or confirmation
Email		
Phone Number		
Officer Title		
Student Organization		
Number of Students in Your Organization		
Students in Organization: [Check All That Apply]		This is to know if your organization has graduate students or not.
Is your organization recognized by the Office of Student Engagement?		Only recognized student organizations or Chatham students are allow to submit requests.
Are you submitting an Event, Travel, or Special Request?		This is to make sure you submit the correct form.

Event Request Information (page 2)

Form Title	(EXAMPLE) Need to Fill In	Purpose
Name of Event		This is the title that your event will be recognized by.
Date of Event		
Event Start Time		
Event End Time		
Estimated Number of Attendees		
Will this event be open to the		

public (i.e., people outside of the Chatham community)?		
Type of Event		This is to correctly plan for your event.
If other, please specify.		
Do You Want Registration for Your Event?		Registration helps you plan how many people want to attend your event. This is not required, but encouraged.
To What Email Should Registration Be Sent?		This person will receive the registration confirmations.
Brief Description of Event		This information is directly placed into My.Happenings on My.Chatham
Will This Event be Reoccuring?		This will allow OSE to process this event for all dates.
If yes, please provide the additional dates on which this event occurs		This will allow OSE to process this event for all dates.
How would you like us to help you promote your event?		Please select all the options you would like.
Please use the space below to provide details on how you plan to promote your event.		This lets OSE know where/ how else you are promoting.
Event Location (First Choice)		If you select "other," please specify what the location is.
Event Location (Second Choice)		If you select "other," please specify what the location is.
Event Location (Third Choice)		If you select "other," please specify what the location is.
If other, please specify where.		
Will you require any of the following for your event? Check all that apply.		If you mark the catering box, please submit a cost breakdown document of the items that you wish to have and request money through

		UBC (unless you have outside funding). Linens must be requested through Catering and must be paid for.
If you require digital equipment (microphone, sound system, projector, etc.), please detail your needs below.		Please be as specific as possible, as OSE submits the request on your behalf.
Please describe in full how you would like the room to be set up for your event, including the necessary number of tables and chairs.		Please be as specific as possible to ensure that your request is submitted through OSE correctly.
How would you like your tables/ chairs to be arranged?		Please be as specific as possible to ensure that your request is submitted through OSE correctly.
If desired, scan and upload a diagram of your preferred set-up for the event.		This helps Facilities understand your exact request, but it is not necessary if you have communicated your needs above.
Do you need transportation for your event?		OSE will request transportation on your behalf. If your destination is close enough to campus and you can get there by public transportation, your request may be denied.
How many students need transportation?		
Where are you departing from?		
What is the address of your destination?		
What time do you need to depart from campus for your destination?		

What time do you need to depart you destination to return to campus?		
Do you want to request UBC funds for your event?		Please check "yes" if you are looking to purchase anything for your request (unless you have outside funding).

UBC Event Funding Request (page 3)

Form Title	(EXAMPLE) Need to Fill In	Purpose
Will admission ($) be charged?		If you are charging admission and requesting UBC funds, you must return the UBC funds after your fundraiser ends.
If admission is charged, how much per person ($)?		
If this event is an annual event, for how many years has this event taken place?		This lets us know if this is an annual event.
Did you receive funding for this event last year?		
If you received funding for this event last year, how much did you receive ($)?		Please be as accurate as possible.
FOR EVENTS SPONSORED BY MULTIPLE ORGANIZATIONS: Explain how the organizations sponsoring this event will work collaboratively to ensure a successful event.		Please list the names of the organizations, as well as, the name of a contact from each organization.
Feel free to utilize this space to share any additional information you would like the Undergraduate Budget Committee to consider		
What are you requesting funds for?		Please select from the options to appropriately fill

		out the form.
Honorarium / Contract Fee Description		It is customary to provide a guest speaker an honorarium. These cannot be provided to employees of the university.
Honorarium / Contract Fee Amount ($)		
Food / Catering Description		Please outline what you are specifically requesting funding for.
Food / Catering Amount ($)		
Supplies Materials Description		Please outline what you are specifically requesting funding for.
Supplies Materials Amount ($)		
Advertising Description		Please outline what you are specifically requesting funding for. If applicable, add links.
Advertising Amount ($)		
Rental Description		Please outline what you are specifically requesting funding for. If applicable, add links.
Rental Amount ($)		
Copies/ Programs Description		Please outline what you are specifically requesting funding for. If applicable, add links.
Copies/ Programs Amount ($)		
Miscellaneous Expenses Description		Please outline what you are specifically requesting funding for. If applicable, add links.
Miscellaneous Expenses Amount ($)		

TOTAL Amount ($): (must equal amount listed above)		This amount must equal the amount that is outlined above. If applicable, add links.
Please attach a Breakdown of your Costs:		Please upload a cost breakdown for UBC's reference.
Subtract Fund from other contributions ($)		This number would come from any partnerships or outside funding you have access to.
Subtract funds from fundraising ($)		
Subtract estimated admission revenue ($)		
TOTAL AMOUNT REQUESTING ($):		

UBC Special Funding Request (page 5)

Form Title	(EXAMPLE) Need to Fill In	Purpose
Special Request Name		
Please describe the Special Funding Request (why is funding needed, what is this for, etc.?		
Feel free to utilize this space to share any additional information you would like the Undergraduate Budget Committee to consider:		
Budget Breakdown of Travel Funding Expenses	_____	**There is nothing to submit on this line.**
Promotional/ Recruitment Items Description:		
Promotional/ Recruitment Items Amount ($):		
Fundraising Items		If you are requesting funds to

Description:		have a fundraiser, you must return the funds to UBC.
Fundraising Items Amount ($):		
For Fundraising Special funds Requests: When will the organization return the funds to UBC:		If you are requesting funds to have a fundraiser, you must return the funds to UBC.
Special Gifts Description:		
Special Gifts Amount ($):		
Miscellaneous Expenses Description:		
Miscellaneous Expense Amount ($):		
Please attach a Breakdown of your Costs:		Please upload a cost breakdown for UBC's reference.
TOTAL Funding Request ($):		