

CM Student Board of Directors Club Event Funding Request

About the CM BoD Club Event Funding:

Student chapters of the CM program are encouraged to submit a request for funding for a presentation, training, event, or seminar ***with the purpose of providing ALL current CM Students with an educational or career readiness benefit.***

The BoD is looking to *share* in the cost of one event per semester up to a maximum of \$500.

Funding is not available for items such as apparel, stickers, gear, etc. for any individual club members.

Examples of appropriate funding request items: Food or marketing to encourage attendance or new members; pay for travel expenses to bring in a national speaker, training/certification costs, club kits.

After the event, clubs will be expected to provide a summary within two weeks including a few photos, highlights, take-aways, date & location, number of attendees, and a breakdown of your final costs. This will be shared with the front office for use in the CM quarterly highlights.

Application Process:

Any CM student chapter may submit a request for funds. Student chapters are encouraged to work together and ‘joint-venture’ on larger events. Additional funding may be considered in these cases.

Clubs must remain active, attend all officer meetings, and keep their club webpage updated to be eligible. The funding request must be endorsed by the student club faculty advisor(s). All applications will be reviewed by the CM student Board of Directors at the weekly BoD officer meeting.

Applications should be submitted to Anna Fontana via email at Anna.Fontana@colostate.edu or dropped off to 113A Guggenheim Hall.

1. Student Chapter(s) info:

Club Name(s): _____

Club Contact(s): _____

Email(s): _____

Phone #(s): _____

2. Date of Event (Anticipated if not set): _____

3. Description of Club Event (Event Title/Topic, Speaker, Training, Presentation, etc.):

(Include event/presentation/training description & speaker's name, title and/or affiliation as applicable)

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4. Please explain how this event/speaker/content will benefit the students of the CM Program:

5. List other clubs/programs/departments that might be interested and describe how you will market your event to these groups:

6. Amount of BoD funding requested: \$_____. Total estimated cost of the event: \$_____.
(Provide cost breakdown including how much club will cover. Attach backup/quotes as appropriate):

Student Club Officer Name Printed

Student Club Officer Signature

Student Club Faculty Advisor Printed

Student Club Faculty Advisor Signature