### Student Organization Request for Campus Center Funding

Please complete this form at least 21 days before your event is scheduled. Students can use this form to request funds for Leadership, Diversity, Campus Recreation, or similar Campus Center program efforts. You must have a confirmed Campus Center reservation before your request will be confirmed. Any changes to the event without consulting the approving Campus Center staff member may nullify any previous funding request.

<table>
<thead>
<tr>
<th>Title of the Event:</th>
<th>Requested Event Location(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring Organization(s):</td>
<td>Date of the Event:</td>
</tr>
<tr>
<td>Number of people expected:</td>
<td>Event Description (please be specific):</td>
</tr>
<tr>
<td>Amount requested for the event:</td>
<td>Event Planner Name:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Contact Cell Phone:</td>
</tr>
</tbody>
</table>

Do you have additional funding for this event (Student Senate, GSA, RHA, departmental)?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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If Yes, how much was allocated? By which organization(s)?

Please attach the following:

1. Letter describing the event that includes the following:
   - Description and purpose of the event
   - Anticipated attendance
   - Advertising plan
   - Goals you are trying to accomplish with this program, and how you believe you will achieve them

2. Proposed budget for this event, including:
   - Itemized costs and revenues
   - A list of all potential donors, the amount you are requesting from each, and why you have selected each particular office/governing body/etc to request from
   - Attach all NJIT Performer contacts

If the program is funded, please be aware that you will be required to turn in a summary report as well as the final budget breakdowns following the event. All receipts must be turned in no later than one week of the program. All contracts MUST be signed by performers when form is turned in. No petty cash is available – all funds are reimbursed.

### Approval Signatures

For all requests: I have read the funding guidelines listed on the other side of this form and agree to uphold all of them. I understand that I am responsible for all monies approved for this event and will act responsibly upon their dispersal, or risk not having funds reimbursed for this program and/or future programs.

<table>
<thead>
<tr>
<th>Event Planner Signature Required</th>
<th>Date</th>
</tr>
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Office Use Only

<table>
<thead>
<tr>
<th>Approved</th>
<th>No</th>
<th>Yes</th>
<th>(Amount)</th>
</tr>
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</table>

Campus Center Advisor

<table>
<thead>
<tr>
<th>Date</th>
<th>Funding Account</th>
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</table>

04/09
Student Organization Request for Campus Center Funding Guidelines

Please complete this form at least 21 days before your event is scheduled. Students can use this form to request funds for Leadership, Diversity, Campus Recreation, or similar Campus Center program efforts. You must have a confirmed Campus Center reservation before your request will be confirmed. Any changes to the event without consulting the approving Campus Center staff member may nullify any previous funding request.

To obtain the funds necessary to support your programming for the semester you will need to plan ahead, and follow the proper procedures. The Campus Center does not approve provide cash or checks to your organization for an event. All contracts/agreements must be approved by the Director of the Campus Center, and all money paid by the University must come from Accounts Payable. Since this process takes time, the following guidelines have been prepared to assist your organization when you begin programming. Please note, these guidelines do not cover every set of circumstances that may arise.

Contracts and Agreements:
- Whenever a contract is necessary to procure a performer (i.e. bands, DJs, comedians, lecturers, etc.) or service, you need to allow for enough time to process that contract. Most performers or lecturers will have a standard agreement that they use. If a standard agreement is not provided, you may obtain one in the Campus Center Office.
- Upon receiving a signed contract or agreement, you can either attach it to your Campus Center Reservation Form or give it to one of the Assistant/Associate Directors.
- Approval of the contract takes approximately 2 to 3 weeks. Please Note: All contracts and agreements MUST be signed by the Campus Center Director.
- The Campus Center will contact you when the contract or agreement has been signed. It may take up to two weeks for a check to be processed and printed by Accounts Payable.

Paying Company Invoices:
- If possible, we prefer to pay vendors directly for services to avoid reimbursing students for large amounts of money. Please ask your vendor for an invoice when possible and attach it to your Funding Request form.
- Once a check is available, the Campus Center will send it directly to the company (unless stated otherwise).
- If a company expects payment on a specific date, you are strongly encouraged to turn the invoice in to the Campus Center Office at least three weeks in advance to allow time for processing.

Paying Individual People for Reimbursements over $50:
- Reimbursements can only be provided for current NJIT students, faculty or staff members. Remember, you will need a receipt to be reimbursed, not a contract or invoice. DO NOT pay for performers or services with your own money. You cannot be reimbursed from a contract or invoice provided by a company or another person.
- You will need to provide the following information: the receipt(s) for items purchased, person’s name, address, telephone, and Social Security Number, the date/time of the event, and brief description of the service provided. Return all receipts to the approving Campus Center staff.
- Once a check is received from Accounts Payable, the Campus Center will send it directly to the company (unless stated otherwise). Please keep in mind that this process may take up to three weeks.

Reimbursements – Less Than $50:
- You will need to provide the following information: the receipt(s) for items purchased, person’s name, address, the date/time of the event, and brief description of the service provided. Return all receipts to the approving Campus Center staff. Petty cash is disbursed on Mondays only.
- Remember, you will need a receipt to be reimbursed, not a contract or invoice. DO NOT pay for performers or services with your own money. You cannot be reimbursed from a contract or invoice provided by a company or another person.

Paying for Catering:
- All University catering should be scheduled through GDS. However, groups may request to pay for non-GDS food for cultural events.
- GDS offers a student catering menu and should be consulted before requesting money to pay for non-GDS catering – the rates are reasonable and allows for payment without being reimbursed.
- GDS will send an invoice directly to the Campus Center for payment.