

# University of Maine Student Government, Inc.

## *Financial Affairs*

### Additional Funding Request Checklist

Thank you for showing interest in the University of Maine Student Government, Inc. Please read the form thoroughly to be sure all the steps are followed.

1. Fill out all the attachments to its **entirety**. These should include:
  - a. Additional Funding Request
  - b. Event Budget Proposal
  - c. List of Undergraduates
  - d. Media Request Form and Release of Liability
2. Please submit the packet to Student Government Financial Office, room 150A in the Memorial Union after completion. Applications will only be considered for the next EBC/GSS agenda if they are received by **1:00pm on Thursday**. EBC currently meets on Friday at 1:00pm in the Wade Center for Student Leadership. The undergraduate President or Treasurer or an alternate representative must attend EBC.
3. Organizations must have final approval status with Student Government, Inc. to be eligible for funding requests.
4. Please include a copy of any contracts, agreements, or registration forms associated with the funding request.
5. For any amount of additional funding that organizations receive from Student Government, Logo and Text Placement are required on all materials purchased or used to promote the organization event. Please read Financial Sponsorship Guidelines for more information.
6. Student Government does not reimburse for any items purchased **before** additional funding requests are approved. After requests have been approved, all **original** receipts and contracts must be submitted within **7 days after** the event takes place. Exceptions must get prior approval by the VPFA or AVPFA.



## Additional Funding Request

1. Organization: \_\_\_\_\_
2. Representative's Name: \_\_\_\_\_  
Title: \_\_\_\_\_ President \_\_\_\_\_ Treasurer \_\_\_\_\_ Other (With Permission): \_\_\_\_\_
3. Representative's Phone Number: \_\_\_\_\_
4. Representative's Email Address: \_\_\_\_\_
5. Name of Activity Planned: \_\_\_\_\_
6. Event Date and Time: \_\_\_\_\_
7. Event Location: \_\_\_\_\_
8. Expected Attendance: \_\_\_\_\_
9. Ticket Prices for Undergraduate Students: \_\_\_\_\_ Others: \_\_\_\_\_
10. Plans to Publicize Event to Student Body:  
\_\_\_\_\_  
\_\_\_\_\_
11. Please Give a Description of the Proposed Activity:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Greek Wavier (If required): \_\_\_\_\_
13. **Signature:** \_\_\_\_\_ **Submitted Date:** \_\_\_\_\_

# Budget Proposal

(Please use this form or attached substitute)

## **All Sources of Funding:**

Department, Fundraising, Member Dues, Organization Bank Account, etc.

| Sources | Expected Amount | Final Amount |
|---------|-----------------|--------------|
|         | \$              | \$           |
|         | \$              | \$           |
|         | \$              | \$           |
|         | \$              | \$           |
|         | \$              | \$           |

(If more than 5 sources attach a separate page)

## **Total Cost:**

| Items         | Cost | Source of Funding<br>(From above list) | Amount<br>Allocated | Funding still needed |
|---------------|------|----------------------------------------|---------------------|----------------------|
|               | \$   |                                        | \$                  | \$                   |
|               | \$   |                                        | \$                  | \$                   |
|               | \$   |                                        | \$                  | \$                   |
|               | \$   |                                        | \$                  | \$                   |
|               | \$   |                                        | \$                  | \$                   |
|               | \$   |                                        | \$                  | \$                   |
|               | \$   |                                        | \$                  | \$                   |
|               | \$   |                                        | \$                  | \$                   |
|               | \$   |                                        | \$                  | \$                   |
| <b>Totals</b> | \$   | -----                                  | \$                  | \$                   |

(If more than 10 items attach a separate budget)

Total Cost of Event: \_\_\_\_\_ \$

Total Funding Still Needed: \_\_\_\_\_ \$

**Amount Requested from Student Government:** \_\_\_\_\_ \$

## List of Undergraduates

Please list all organization's member names that are attending the event below.

- |           |           |
|-----------|-----------|
| 1. _____  | 21. _____ |
| 2. _____  | 22. _____ |
| 3. _____  | 23. _____ |
| 4. _____  | 24. _____ |
| 5. _____  | 25. _____ |
| 6. _____  | 26. _____ |
| 7. _____  | 27. _____ |
| 8. _____  | 28. _____ |
| 9. _____  | 29. _____ |
| 10. _____ | 30. _____ |
| 11. _____ | 31. _____ |
| 12. _____ | 32. _____ |
| 13. _____ | 33. _____ |
| 14. _____ | 34. _____ |
| 15. _____ | 35. _____ |
| 16. _____ | 36. _____ |
| 17. _____ | 37. _____ |
| 18. _____ | 38. _____ |
| 19. _____ | 39. _____ |
| 20. _____ | 40. _____ |

**If over 40 total number** \_\_\_\_\_

## Media Request Form and Release of Liability

Organization: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

### **Media Requirements:**

Funding <\$1,000- At least 3 Photos of the event should be submitted to UMSG.

Funding >\$1,000- At least 5 photos of the event should be submitted to UMSG. Must include a photo including the UMSG Banner if present at event.

As a member or volunteer of the above listed student organization at the University of Maine, or as an event attendee, I understand acknowledge and agree that:

1. I grant to the University of Maine Student Government Inc. (UMSG Inc.) the right to edit, use, and reuse all submitted media for non-commercial purposes including use in print, on the internet, and all other forms of media- including but not limited to UMSG Inc. social media.
2. All people included in the following submitted media are to the best of my knowledge, members or invitees of the aforementioned organization, or persons for which the Club has obtained written permission to use their media. I am not aware of any restriction that would prevent the publication of the submitted media, and agree to indemnify UMSG, Inc. for any willful or grossly negligent violation of this provision.
3. I further agree to release and hold harmless of liability, UMSG, Inc., its officers, directors, employees, and volunteers from any claim I or any personal representative may have for reasonable use of my likeness in the submitted images or other media, including intellectual property claims, so long as the images are used in furtherance of UMSG, Inc.'s tax-exempt purposes.

**All media should be submitted to Hailey Inman, ([Hailey.Inman@maine.edu](mailto:Hailey.Inman@maine.edu)), Director of Communication of Student Government Inc. no later than 10 days after an event.**

Assented and agreed to:

Signature of Student (if older than 18): \_\_\_\_\_

Signature of Parent/Guardian (if Student is under 18): \_\_\_\_\_

Date: \_\_\_\_\_

# Financial Sponsorship Guidelines

## **For advertisements:**

- The logo of the University of Maine Student Government (available at <http://umaine.edu/umsg/>) must appear in a conspicuous location on all materials purchased or used to promote the organization or event. These materials include but are not limited to advertisements (broadcast, printed or electronic), t-shirts, playbills, programs, jerseys (if permissible by league policy).
- On all promotional and advertising materials (such as videos, posters, flyers, emails, etc.), the University of Maine Student Government logo must accompany with the following text:

**The University of Maine Student Government, Inc.  
or  
UMaine Student Government**

This text must appear at a reasonable readable size of 14 to 36 point font in proportion to the size of the advertising materials. UMSG Inc., UMaine SG, or any other variant on the name may not be used to fulfill this requirement. In addition, the text placement of **'Your Student Activity Fee at Work'** must appear at the bottom of all advertisements (printed or electronic).

- Student organizations are responsible for sending the Director of Communication a notification of whether there will be advertising materials within 6 days since the funding was approved by Senate. If yes, the advertising materials will have to be in as soon as possible. Proofs of signs present at the event (such as photos of signs at the events) also have to be sent to the Director of Communications for the Marketing Committee to approve.

## **At the event:**

Student groups and organizations are required to make signs of Student Government logo and the phrase **'Your Student Activity Fee at Work'**. The signs must be present at conspicuous locations during the event.

## **Additional requirements for student organizations that receive more than \$1499.00:**

- Student Government's banner must be signed out from the Student Government Office (contact George Finch) and must be present at a conspicuous location at the event.
- The banner must be returned **within 2 days** of the event. If the banner is not returned on the second day, the group will be charged \$25 for 2'x 4' banner or \$60 for 2'x 6' banner. This charge is not to be paid with funds received from Student Government.

## **Failure to comply with the financial sponsorship guidelines stated above would result in:**

- **Check being on hold until the situation is rectified and the student organization will receive one strike**
- **On the third strike, the student's organization will be on financial probation, which means that the organization will be disqualified for funding for one calendar year**