Additional Funding Request/Travel

1. Organization: ____________________________________________

2. Representative’s Name: ___________________________________  
   Title: President  Treasurer  Other (With Permission):

3. Representative’s Email Address: ____________________________

4. Representative’s Phone Number: ____________________________

5. Name of Activity Planned: _________________________________

6. Event Date/Time/Event Location: ____________________________

7. Copy of Approved Event Management Form Must be included: __________

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 Waiver (If required): ________________________________

13. If using a rental vehicle, please provide proof of insurance covers collision and third party liability either from personal insurance or rental company.

14. Does the vehicle have insurance with limits of up to at least $100,000 each person and $300,000 each accident for bodily injury and uninsured motorist liability? (If using personal vehicle)  
   □ Yes  
   □ No  
   □ Other : ________________________________

15. Signature: ____________________________  Submitted Date: __________
## Event Budget Proposal

(Please use this form or attached substitute)

### All Sources of Funding:
Department, Fundraising, Member Dues, Organization Bank Account, etc.

<table>
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<tr>
<th>Sources</th>
<th>Expected Amount</th>
<th>Final Amount</th>
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(If more than 5 sources attach a separate page)

### Total Cost of Event:

<table>
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<tr>
<th>Items</th>
<th>Cost</th>
<th>Source of Funding (From above list)</th>
<th>Amount Allocated</th>
<th>Funding still needed</th>
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| Totals | $ | -------------------------- | $ | $ |

(If more than 10 items attach a separate budget)

Total Cost of Event: $ ____________________________

Total Funding Still Needed: $ ____________________________

Amount Requested from Student Government: $ ____________________________
University of Maine Student Government, Inc.
Financial Affairs
Student Activity and Travel Contract

Name of Club/Group: ____________________________
Destination: ___________________________________
Purpose of Travel: ________________________________
Estimated date & time of departure from campus: ________________
Estimated date & time of return to campus: ________________

In consideration for receiving funding approved by the University of Maine Student Government Senate or UMSG Inc. executive officers, hereinafter referred to collectively as “UMSG, Inc.”, Each of the undersigned individuals, as a group and individually, hereinafter referred to as “Recipient” hereby agrees to enter into a binding contract by and between Recipient and UMSG, Inc., and agrees to the following terms and conditions:

1) This contract shall commence at the moment of the payment of funds to Recipient. Payment shall be subject to approval by the governing bodies of UMSG, Inc. in accordance with the UMSG Inc. financial policies. Payment of funds is contingent upon approval by the appropriate UMSG, Inc. officials or bodies as determined in the UMSG, Inc. financial policies and governing documents which are available upon request. Payment shall also be contingent upon the satisfactory completion of all required steps by Recipient as outlined in the financial policies, including but not limited to, the execution of this contract. If payment is validly canceled prior to disbursement to Recipient by a governing body or official of UMSG, Inc. in accordance with the governing documents and official financial policies of the same, this contract shall be void. Payment shall be made via Student Government check upon the presentation of a commercial invoice or receipt not written or created by Recipient.

2) Conduct Prohibited: In addition to the other terms in this agreement, Recipient agrees to follow the following rules while participating in an approved and funded trip or activity, a failure to follow these rules may be considered a material violation of this agreement, and may, at the sole discretion of UMSG, Inc., trigger the consequences outlined in Section 4 of this agreement.

   A. If Recipient will be operating a motor vehicle, Recipient shall not use any intoxicating substances that could legally impair Recipient’s ability to operate said vehicle. Recipient shall take reasonable steps to ensure that only well-rested, alert, and competent drivers operate any vehicles engaged in UMSG, Inc. funded travel.

   B. Recipient shall not use or possess any substance that Recipient does not have a valid and legal prescription to possess. If Recipient has a prescription for medical marijuana, Recipient shall abstain from its use while in a vehicle or location funded by UMSG, Inc., and shall take reasonable steps to prevent illicit access by others.

   C. Recipient shall not smoke any tobacco products in a vehicle used for travel to be shared with other participants.

   D. Recipient shall make reasonable accommodations for other passengers in UMSG, Inc. funded transportation.
E. Recipient shall not engage in any behavior or expression that could reasonably hurt the reputation, or misrepresent the values of UMSG, Inc.

F. Recipient shall not engage in any behavior that could reasonably be considered discriminatory against any class of persons listed in Section 3 below and shall not express hate speech.

G. If not using University Motor pool, Recipient must provide a copy of a valid driver’s license and proof of car insurance that covers rentals, or proof of adequate rental insurance, to the attorney or AVPFA of UMSG, Inc. prior to receiving funds if Recipient is planning to drive for any portion of the trip. Whether insurance coverage is adequate shall be at the sole discretion of UMSG, Inc. Please drop off to the Financial Affairs Office at Student Government.

H. Any injury or accident must be promptly reported back to UMSG, Inc.

3) Compliance with Laws and Regulations: In performing under this Agreement, the Recipient shall comply with all applicable Federal, State and local laws, regulations, and all published University of Maine policies, specifically including Covid policies. The Recipient shall secure at its expense all necessary licenses, permissions and permits required for performing under this Agreement. In performing under this contract, neither UMSG, Inc., nor Recipient shall discriminate against any individual on the basis of race, color, religion, gender, sexual orientation, national origin, citizenship status, political affiliation, disability, or veteran status.

4) Breach of Contract or Non-Performance: In the event Recipient fails to fulfill the material terms of this agreement, fails to use the funds for the purposes presented to and approved by UMSG, Inc. in the funding proposal made by Recipient or Recipient’s student group, or does not abide by the rules and restrictions placed on student activities by the University of Maine, the Recipient shall be liable for all monies paid to student by UMSG, Inc., in addition to payment of all costs incurred by UMSG, Inc. due to breach of contract by the Recipient, including court costs and reasonable attorney’s fees in bringing an action under this agreement. If the student received a benefit funded by UMSG, Inc., including but not limited to, the rental fee for a car or hotel room, conference or event registration, or any other approved expense as part of a funded group, UMSG, Inc. shall be entitled to damages equal to the student’s representative portion of the benefit funded by UMSG, Inc., as well as any other damages to UMSG, Inc. that were reasonably foreseeable from Recipients action or failure to act. UMSG, Inc. shall be entitled to all available legal remedies for such breach, including damages for loss of reputation, and punitive damages where permitted by law.

5) Force Majeure: Neither party to this Contract shall be liable for non-performance of any obligation under this Contract if such non-performance is caused by a Force Majeure. “Force Majeure” means an unforeseeable cause beyond the control of and without the negligence of the party claiming Force Majeure; including but not limited to, fire, flood, other severe weather, acts of God, labor strikes, war, acts of terrorism, and other unforeseeable accidents. UMSG, Inc. shall have the exclusive right, in good faith, to determine if a weather event is severe enough to trigger a Force Majeure. Notwithstanding, any portion of the funds disbursed that were not able to be used in accordance with the application to UMSG Inc., shall be returned to UMSG, Inc.

6) Indemnification: Recipient, for themselves and any assigns shall indemnify, defend and hold harmless UMSG, Inc. its governing board, officers, employees, and agents, from any and all liability and claims arising in connection with liability caused by, or arising from activities of Recipient, their associates, and their employees or volunteers in connection with the use of the
above-mentioned funds, including by not limited to, liability arising from operation of a motor vehicle by Recipient or an associate of Recipient.

7) **Relationship of Parties:** It is mutually agreed and acknowledged by the parties that Recipient is fully independent of UMSG, Inc., not a partner, agent or joint venture of UMSG, Inc. and neither party shall hold itself out contrary to these terms, nor shall either party be bound by any representation, act or omission whatsoever of the other. If Recipient is a member of an active club, UMSG, Inc. is considered a fiscal sponsor of that club.

8) **Entire Agreement:** This Contract and any herein referenced UMSG, Inc. official documents constitute the entire understanding of the parties and no changes shall be made except by a written document executed by both parties, except that UMSG, Inc retains the right to update and promulgate new policies on a regular basis at their own discretion and those policies are incorporated by reference once promulgated.

9) **Severability:** In the event that any one or more of the provisions of this Contract are determined by a court of competent jurisdiction to be invalid, void, unenforceable or illegal, the remaining provisions of this Contract shall continue to be in full force and effect. This contract is enforceable upon each signing individual as well as the group as a whole.

10) **Governing Law:** This Contract shall be governed and interpreted according to the laws of the State of Maine. The parties agree that any legal proceeding regarding this Contract shall be brought in a District or Superior Court of Penobscot County, Maine.

11) **Assignment:** Recipient shall not sell, assign or transfer any part of this Contract or the Contract without the prior written consent of the UMSG, Inc.

12) **Recipient’s Property:** The Recipient agrees that UMSG, Inc. shall not be responsible for any damages, theft or loss of personal property suffered by the Recipient, its employees, volunteers, or agents, in connection with the Recipient’s performance under this Contract.

13) **Waiver:** The failure of either party to exercise any of its rights under this Contract for a breach thereof shall not be deemed to be a waiver of such rights by that party, and no waiver by either party, whether oral or written, express or implied, of any rights under or arising from this Contract shall be binding on any subsequent occasion; and no concession by either party shall be treated as an implied modification unless specifically agreed to in writing by both parties.

14) **Recipient understands that UMSG Inc. is a corporate entity distinct from the University of Maine. Under no circumstances shall Recipient pursue claims arising out of this agreement against the University of Maine, as its sole recourse shall be through UMSG, Inc, except to the extent the University of Maine provides third party liability coverage for known activities as referenced in the Relationship Agreement.**

15) **Submission:** This agreement may be executed in more than one counterpart, each of which shall be deemed an original, but all of which together shall be deemed one and the same instrument. This agreement may be executed by facsimile or via digital image submitted via electronic mail, and any facsimile or digital image of a signed counterpart will be used as if it were an original signature. Each individual Recipient may also sign and execute an individual version without the need for each version to contain all Recipient signatures.
IN WITNESS WHEREOF, the parties have hereunto executed this University of Maine Student Government Inc. Activity and Travel Contract by and through their duly authorized representative as set forth below.

By signing this page, Recipient acknowledges receipt of the UMSG Inc. Activity and Travel Contract, and that Recipient has read and agrees to the terms and conditions contained therein. Recipient also warrants that Recipient is at least 18 years of age.

Please list all of the people who will be traveling on the list below, then have them sign after they have read the above terms. If there is any member traveling that are under 18, please have them complete the under 18 student travel contract.

<table>
<thead>
<tr>
<th>Recipient(s): Print Full Name CLEARLY</th>
<th>Student ID Number</th>
<th>Emergency Contact Name &amp; Phone Number</th>
<th>Signature</th>
<th>Date</th>
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*If traveling in personal vehicle a copy of driver’s license and proof of insurance MUST be submitted to our office prior to receiving funding.

Any additional attendees must sign on an attached form available from Student Government that is incorporated into this document.
Under 18 Student Activity and Travel Contract
(If Applicable)

Name of Club/Group: ________________________________
Destination: _______________ ________________________
Purpose of Travel: __________________________________
Estimated date & time of departure from campus: ______________
Estimated date & time of return to campus: ______________

In consideration for receiving funding approved by the University of Maine Student Government Senate or UMSG Inc. executive officers, hereinafter referred to collectively as “UMSG, Inc.”, The undersigned minor and their legal guardian on behalf of said minor and for themselves in their role as legal guardian, hereinafter referred to as “Recipient” hereby agrees to enter into a binding contract by and between Recipient and UMSG, Inc., and agrees to the following terms and conditions:

1) This contract shall commence at the moment of the payment of funds to Recipient. Payment shall be subject to approval by the governing bodies of UMSG, Inc. in accordance with the UMSG Inc. financial policies. Payment of funds is contingent upon approval by the appropriate UMSG, Inc. officials or bodies as determined in the UMSG, Inc. financial policies and governing documents which are available upon request. Payment shall also be contingent upon the satisfactory completion of all required steps by Recipient as outlined in the financial policies, including but not limited to, the execution of this contract. If payment is validly canceled prior to disbursement to Recipient by a governing body or official of UMSG, Inc. in accordance with the governing documents and official financial policies of the same, this contract shall be void. Payment shall be made via Student Government check upon the presentation of a commercial invoice or receipt not written or created by Recipient.

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H. Any injury or accident must be promptly reported back to UMSG, Inc.

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7) **Relationship of Parties:** It is mutually agreed and acknowledged by the parties that Recipient is fully independent of UMSG, Inc., not a partner, agent or joint venture of UMSG, Inc. and neither party shall hold itself out contrary to these terms, nor shall either party be bound by any representation, act or omission whatsoever of the other. If Recipient is a member of an active club, UMSG, Inc. is considered a fiscal sponsor of that club.

8) **Entire Agreement:** This Contract and any herein referenced UMSG, Inc. official documents constitute the entire understanding of the parties and no changes shall be made except by a written document executed by both parties, except that UMSG, Inc retains the right to update and promulgate new policies on a regular basis at their own discretion and those policies are incorporated by reference once promulgated.

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13) **Waiver:** The failure of either party to exercise any of its rights under this Contract for a breach thereof shall not be deemed to be a waiver of such rights by that party, and no waiver by either party, whether oral or written, express or implied, of any rights under or arising from this Contract shall be binding on any subsequent occasion; and no concession by either party shall be treated as an implied modification unless specifically agreed to in writing by both parties.

14) Recipient understands that UMSG Inc. is a corporate entity distinct from the University of Maine. Under no circumstances shall Recipient pursue claims arising out of this agreement against the University of Maine, as its sole recourse shall be through UMSG, Inc, except to the extent the University of Maine provides third party liability coverage for known activities as referenced in the Relationship Agreement.

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IN WITNESS WHEREOF, the parties have hereunto executed this University of Maine Student Government Inc. Activity and Travel Contract by and through their duly authorized representative as set forth below.
IN WITNESS WHEREOF, the parties have hereunto executed this agreement. Approval and disbursement of funds requested through UMSG funding procedures shall function as acceptance of this agreement by UMSG, Inc. Recipient may accept by physical signature or electronic acceptance through the UMSG approved application.

Signature of Minor: ____________________________ Date: ______________

FOR PARENTS OF MINORS ONLY

I, ____________________________ the parent or legal guardian of ____________________________

Full Name  Minor Child’s Name

agree, in consideration of my child being permitted to participate UMSG funded travel, to be bound by the terms of this Travel Contract and the included release and hereby indemnify, hold harmless and release UMSG in the same manner and with the same force and effect as set forth above with regard to my child participating in sanctioned travel.

______________________________  ______________________
Parent or Guardian Signature  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), 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 President's Office (contact Pam Rideout or Jeffery Dyer) 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
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
many 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 Hope Bifulco (Hope.Bifulco@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:__________________________________________________________________
Student Government, Inc.

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 have been followed.

1. Please include copy of approved Event Management Form from Student Life.

2. Please make sure forms are filled out completely. These should include:
   a. Additional Funding Request
   b. Event Budget Proposal
   c. List of Undergraduates
   d. Media Request Form and Release of Liability
   e. Student Activity and Travel Contract

3. Please submit the packet to Student Government Financial Office after completion. Applications will only be considered for the next EBC/GSS agenda if they are received by 10am Friday. EBC currently meets on Monday at 5:00pm in the Wade Center for Student Leadership. The undergraduate President or Treasurer or an alternate representative (with permission) must attend EBC. If approved at EBC groups requesting funding over $1000 must present at the GSS meeting on Tuesday, in the Bangor Room of Memorial Union at 6:00pm.

4. Organization must have final approval status with Student Government, Inc. to be eligible for funding request.

5. Please include a copy of any contracts, agreements, or registration forms associated with the funding request.

6. 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.

7. Student Government does not reimburse for any items before additional funding requests are approved. After requests have been approved, all original receipts and contracts must be submitted to AVPFA, Pam Rideout in the Student Government office within 15 days after the event takes place. Exceptions must get prior approval by the VPFA or AVPFA.

8. If you have any questions or concerns, please contact Pam Rideout or V.P. Frank Kelly. Completed forms can be dropped off at the Student Government Financial Affairs Office on the first floor of Memorial Union.