

## Sample Additional Funding Request/Travel

1. Organization: UMaine PreLaw
2. Representative's Name: Paige Allen  
Title: President Treasurer Other (With Permission): \_\_\_\_\_
3. Representative's Email Address: Paige.allen@maine.edu
4. Representative's Phone Number: 508-282-6768
5. Name of Activity Planned: Boston PreLaw Convention
6. Event Date/Time/Event Location: January 6-8, Hynes Convention Center, Boston, MA
7. **Copy of Approved Event Management Form Must be included:** \_\_\_\_\_
8. Expected Attendance: 8
9. Ticket Prices for Undergraduate Students: \$150 Others: \_\_\_\_\_
10. Plans to Publicize Event to Student Body:

This is an event specifically for prelaw members. We have 8 undergraduate students attending that we have planned since September.

11. Please Give a Description of the Proposed Activity:

UMaine's PreLaw society will take a trip to the annual prelaw convention in Boston, MA. Here, students will connect with admissions reps from different schools around the country, practice for the LSAT, and learn about the ins and outs of a law school application.

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: Paige Allen

Submitted Date: 11/22/22

## Event 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
UMaine Political Science Department	\$300	\$250
UMaine Honors College	\$500	\$500
Member's Dues	\$800	\$800
Student Government	\$2,000	\$2,000
	\$	\$

(If more than 5 sources attach a separate page)

### Total Cost of Event:

Items	Cost	Source of Funding (From above list)	Amount Allocated	Funding still needed
Food	\$800	Member's Dues	\$800	\$0
Registration	\$1,200	Student Government	\$0	\$1,200
Hotel	\$1,100	Student Government & UMaine Political Science Department	\$300	\$800
Van Rentals	\$500	UMaine Honors College	\$500	\$0
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
<b>Totals</b>	<b>\$</b>	-----	<b>\$1,600</b>	<b>\$2,000</b>

