

# ASUI Student Organization Funding Request Form (STEP 2)

This form is due to the ASUI office by 12:00 p.m., 2 student school days prior to the Funding Hearing for review by the Funding Board (usually a Friday).

- A member of your organization must attend an Funding Board Training prior to turning in this form.
- Please review the by-laws to ensure your organization is eligible to receive funding - located online at
- If this form is not filled out correctly, your organization will not be eligible for funding – PLEASE REVIEW CAREFULLY to verify completeness and correctness.

## SUBMITTED BY

Denise Carl  
dcarl@uidaho.edu  
May 06, 2013, 03:19PM PDT

## ON BEHALF OF

Joe's Club

## Organization Detail Summary

Note: This form has several sections that may require scanning and uploading documents. All UI Student Computing Labs are equipped with scan machines for students' use.

**[Required] Name of Organization** Joe and Jane Vandal's Welcoming Group

Full Name

**Organization Acronym** J&J

## [Required] Applicant

Person who attended Funding Training meeting

First name: Denise **1**  
Middle initial:  
Last name: Carl  
Email address: [dcarl@uidaho.edu](mailto:dcarl@uidaho.edu)  
Phone number: 208-885-1020  
Address: 302 Idaho Commons  
City: Moscow  
State: ID  
ZIP: 83844-2535

**1** These need to be three different people from your organization.

**[Required] Officer 1 Name** Joe Vandal **1**

**[Required] Officer 1 Email Address** [joev@vandals.uidaho.edu](mailto:joev@vandals.uidaho.edu)

**[Required] Officer 1 Phone Number** 208-555-1212

**[Required] Officer 2 Name** Jane Vandal **1**

**[Required] Officer 2 Email Address** [janev@vandals.uidaho.edu](mailto:janev@vandals.uidaho.edu)

**[Required] Officer 2 Phone Number** 208-555-2121

**[Required] Advisor Name** President Nellis

**[Required] Advisor Email Address** [president@uidaho.edu](mailto:president@uidaho.edu)

**[Required] Advisor Phone Number** 208-885-6331

## [Required] Advisor Contact Information

Please include campus address with zip code & UI Department  
You can find this information in the campus directory.  
<http://directory.uidaho.edu/default.asp>

President's Office  
3151

**[Required] Membership Profile** 1889

Please indicate the number of Undergraduate\* members

[Required] Membership Profile Continued 2

Please indicate the number of Graduate\* members

## Funding Information

**2** You can come to a hearing before your event.

[Required] Date(s) of Request Feb 5, 2013 **2**

Day you're organization attends a Funding Hearing

[Required] Amount requesting from ASUI. This amount matches your spreadsheet. \$2,000.00

**3** Complete the funding spreadsheet first. This number should match what you are requesting on the spreadsheet.

Date(s) of Event Apr 15, 2013 **2**

(If applicable)

[Required] Selection Dropdown  Check

If selected "Check" please upload a W-9 form\* & upload a current bank statement\* for your organization account

Department Transfer option only available to groups with sponsoring UI Departments

\*W-9 Form Upload No answer submitted. **6**

Must be uploaded if you are requesting a check. Note: forms can be downloaded online at <http://uidaho.orgsync.com/finances>. If you need access to a scanner you can utilize the scanner in ASUI - ask Meladi the admin and she will help you out.  
File Upload (8MB max)

\*Organization Bank Statement Upload No answer submitted.

Must be uploaded if you are requesting a check. Note: the organization's bank statement must be recent  
File Upload (8MB max)

## Request Summary

**4** This doesn't need to be long, but needs to include the details.

Describe in detail the Event or Project for which you requesting funding with the following questions:

[Required] Provide a summary of your funding request. The information here should explain your spread sheet.

Who, What, Where, When, Why

**4** 10 members of the Joe and Jane Vandal Club will be traveling to Denver, CO **5** for a conference on welcoming new students on your campus **6** 9 of the traveling members are undergraduates, one is a graduate student. Half are men and half are women **7** We have five first year students, 2 sophomores, 1 junior and 1 senior of the undergraduates going. All members had the opportunity to go, but as this is a club orientated to first year students we wanted the majority to be first year students attending. **8** We will be flying from Spokane to Denver, CO. **9** We will depart on April 14 and return on April 17 **7** we will be using two personal cars to get to Spokane and will take a shuttle from the Denver airport to our hotel.

[Required] Does your organization plan on raising money for this activity yourselves? How? **8**

Yes! We are hosting a pancake feed at Applebee's three times a semester we are hosting a photo booth in the Commons food court in collaboration with the photo club to take photos with Joe Vandal. We charge \$1 per person in the photo, 1/2 the proceeds go to the photo club, 1/2 go to us.

[Required] How will the students of the University of Idaho benefit from your request of their funds and/or how will this further the development of your organization?

We are the largest organization on campus, our mission is foster a sense of community for all students. The majority of the conference is divided into tracks for different leadership positions within a club like president, vice president, treasurer, etc. This conference will provide us with knowledge to learn how to more effectively manage such a large organization. Two of our officers are up for national leadership roles, we are hopeful they will be elected. Through our fundraising we can cover the costs of this trip, funding from funding board will help set us up for success to implement the things that we will learn at this conference.

[Required] Have you ever received funds from the Funding Board this academic year?  No

If yes, how much and for what? No answer submitted.

**5** Where? **6** For what?  
**7** Details of group. Grad/ Undergrad, Gender, ETC  
**8** Travel info/details  
**9** Dates of travel

## Financial Summary

Please read the Funding Board Bylaws, Article VII before filling in the chart below with all expenses of proposed event or project. This list should include expenses that can be covered by ASUI funds (fundraising activities, travel, registration fees, honorariums, etc.) as well as other expenses accrued (food, awards/prizes, labor costs, etc.). Please also fill in the revenue section below to show how you are going to