

HUPB USE ONLY

AMOUNT ALLOCATED: _____

DATE: _____

**BEMIDJI STATE UNIVERSITY
Hobson Memorial Union**

**HOBSON UNION PROGRAMMING BOARD
Special Request Form**

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ **TELEPHONE:** _____

ADDRESS: _____

DATE OF ACTIVITY: _____ **LOCATION OF ACTIVITY:** _____

TYPE OF ACTIVITY: _____

PURPOSE OF ACTIVITY: _____

TOTAL AMOUNT IN ORGANIZATION'S BUDGET: _____

AMOUNT ORGANIZATION WILL CONTRIBUTE: _____

TOTAL COST OF PROGRAM: _____ **DOLLAR AMOUNT REQUESTED:** _____

DOLLAR AMOUNT REQUESTED FROM OTHER SOURCES: _____

ANTICIPATED INCOME: _____

ITEMIZED BUDGET (BE SPECIFIC):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

ADVISOR'S SIGNATURE: _____ **DATE:** _____

ALL GUIDELINES ON REVERSE SIDE MUST BE FOLLOWED OR REQUEST WILL NOT BE ACCEPTED.

**BEMIDJI STATE UNIVERSITY
Hobson Memorial Union**

HOBSON UNION PROGRAMMING BOARD

The Student Activities Fee and Allocation Committee (SAFAC) has designated a sum of money to be used to support activities sponsored by recognized campus organizations which do not receive major funding from SAFAC. This account is to be administered by the Hobson Union Programming Board (HUPB) with all requests for funding going through this Board.

HUPB will follow the guidelines stated below in reviewing all requests.

******A request must not exceed a total of \$500.00.**

******The program must be sponsored by a Student Senate recognized campus organization which does not receive major funding from SAFAC.**

******The request must be presented to HUPB a minimum of fourteen (14) days prior to the event.**

******The special request form must be completely filled out to be considered.**

******A representative from the requesting organization must present the Special Request to the Hobson Union Programming Board.**

******Money will not be allocated to fund raffles.**

******Money will not be allocated to send students to attend conferences, workshops, or retreats.**

******A financial statement including all expenses and income must be submitted to the Hobson Union Programming Board following the program.**

******Advertising MUST include “Co-Sponsored by HUPB, SAFAC Funded”. Advertising must not be done prior to the request being approved by HUPB.**

******The activity must be open to all university students and be held on the University or within the Bemidji community.**

****** SPECIAL REQUEST APPLICATION IS PRINTED ON THE REVERSE SIDE ******

Revised: August, 2000