

**American University, School of International Service
Graduate Student Council
Special Funding Request Form
2006-2007**

Organization: _____ Date: _____

AU Student Account Number (required to be eligible) _____

President: _____ Phone #: _____ Email: _____

Treasurer: _____ Phone #: _____ Email: _____

Please answer the following questions:

1. Please state your purpose/mission of the organization:
2. How many active members are in your club?
3. Does your club have membership dues? If so, how much?
4. Activities for this year (If they have already happened, please list how many students/faculty attended)
5. Activity/ies for which you are requesting funding (please provide a full budget – see attached page)
6. State any special needs or additional comments:

PLEASE ATTACH A BUDGET FOR YOUR PROPOSED EVENT(S)/ACTIVITY/ETC.

Instructions for budget:

1. Your budget should contain roughly these categories and subcategories (but not limited to):
 - Contractual services
 - honorariums for speakers/lecturers,
 - deejays, bands
 - graphic design
 - Expenses
 - advertising
 - postage, printing, office supplies
 - equipment rental
 - facility rental
 - membership & subscription
 - travel
 - Food for events- note that food for regular meetings is not honored.
 - Awards
 - certificates, trophies, plaques, clothing
2. Each applicable category and subcategory should have a brief description.
3. State funding shortfall – why do you need special funding? Please state funding received from other sources (such as the AUCC) for this school year. You may include a full operating budget if you wish.
4. **IMPORTANT:** If you have a hard deadline by which you need to know what funding you will receive, please let us know. We will make every effort to evaluate your application within your timeline.

Applications will be accepted on a first come, first serve basis beginning on
NOVEMBER 15, 2006 until MARCH 31, 2007

Please send completed application to
Rebecca Shakespeare, GSC Treasurer
becca.shakespeare@gmail.com