M E M O R A N D U M

TO: A&S Fee Recipients

FROM: Derrick Scott II , Senate President Pro Tempore

DATE: March 18, 2015

SUBJECT: 2015 Homecoming Funding Request

Fellow Students,

This message is to inform you of the upcoming release of funds for Homecoming 2015 There is $365,000 to be allocated among student groups and organizations. All recognized Student Organizations, SGA Agencies, Bureaus and Affiliated Projects may apply for funding.

You can only request funds that will help your agency/organization participate in the events of Homecoming week as a whole. For example, you may request money for items needed to participate in Renegade Recess or props for Skit Night. Funding will NOT be offered for the following: concerts, events only open to members of your agency/organization, or any event that may conflict with scheduled Homecoming events.

We are requesting that your proposal for Homecoming funds be as detailed as possible so that the Homecoming Planning Commission can understand your needs. Please provide the following paperwork with your request:

- Fill out budget request on the attached sheet.
- Include, on a separate sheet of paper, an itemized list of your budget request.
- If you were allocated funds last year, please include an itemized budget of how you spent that money.
- The more explanation and detail you put into your request, the better equipped the Homecoming Commission will be to consider it.

Your funding request proposal is due to the SGA Offices (2nd Floor of the Union) by Friday, April 10 at noon.

If you have any questions, please feel free to contact me at sgasenateprotem@admin.fsu.edu

In True Seminole Pride and Spirit,

Derrick Scott II
Senate President Pro Tempore
66th Student Senate
Florida State University
Email: sgasenateprotem@admin.fsu.edu
(850)644-0076
www.sga.fsu.edu

2015 Homecoming Funding Request Form

Account Name: _____

Account Number: _____

Contact Name: _____

Contact Phone Number: _____

Contact E-Mail Address: _____

History of Homecoming Funding

Year	Expenses	Food	Clothing & Awards	Total
2013				0.00
2014				0.00
Requesting 2015				0.00

Explanation of 2015 Request:
If requesting funds for **Expenses,** please give a detailed description of the items being requested and why (please try to include prices and quantity of items):

If requesting funds for **Food,** please give a detailed description of each event that the food will be needed for (please try to include prices and quantity of food items):

If requesting funds for **Clothing & Awards,** please give a detailed description of each item being requested and why (please try to include prices and quantity of items):

1. Please do not forget to **itemize your budget request** on a separate sheet of paper. If you do not submit an itemized list, your request will not be considered by the commission.
2. Please include an **itemized budget of any funds spent last year** that you were allocated from this commission.