

Club Coordination Council Contingency Fund Appeal

A CCC Contingency Appeal may be submitted when one club requires funding for an event that was not budgeted for or exceeds original budget expectations. The form must be **submitted to the CCC Office at 314 LaFortune**. It may be slid under the door or handed to whoever is present inside. In order to ensure the CCC is able to hear the appeal and complete the process in time, please submit the form at least **10 business days before the scheduled event**. Once you have turned in your form, **contact your division** to notify them of your submission. Your division will reach out to notify you of any action that may follow, so please remain attentive to both your personal email and your club's email.

Club Information

Club Name: _____	Date appeal submitted: _____
Contact name: _____	Contact email: _____
Contact signature: _____	Date: _____
Advisor signature: _____	Date: _____

Please answer the following questions in a concise manner:

Why is this appeal needed? _____

If the appeal were not granted, what would the club do? _____

Are there any additional sources of funding or plans in case this appeal is not granted? _____

Event Information

Event Name: _____	Event date and time: _____
Expected audience _____	Expected number of attendees: _____
Present budget for the event: _____	Past budget for the event: _____

Brief history of the event: _____

Has this event relied on CCC or FMB funding before? If so, when? _____

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Please fill the information below in the most accurate manner possible. **Please do not fill in the grey boxes, as these are for the use of CCC Representatives.**

Event Credit

FOAPAL account balance:	\$
Balance of other account(s):	\$
Available account funds for event:	\$
Department support for event, if any:	\$
Donations for event, if any:	\$
Club fundraising for event, if any:	\$
<i>Other:</i>	\$
<i>Other</i>	\$
Total Usable Income:	\$

Event Debit

Expense	Amount	Expense Type	CCC Recommendation	Division Recommendation
Airfare:	\$		\$	\$
Buses, Vans, Etc.:	\$		\$	\$
Lodging:	\$		\$	\$
Capital Expenses:	\$		\$	\$
Honoraria:	\$		\$	\$
Food:	\$		\$	\$
Coaching Fee(s):	\$		\$	\$
Conference Fee(s):	\$		\$	\$
Entertainment:	\$		\$	\$
Copying/Printing:	\$		\$	\$
Advertising:	\$		\$	\$
<i>Other:</i>	\$		\$	\$
<i>Other:</i>	\$		\$	\$
Total Expenses: \$			CCC Rec.: \$	Div. Rec.: \$

Total Usable Income minus Total Expenses: \$

FINAL REQUEST: \$

CCC Office Use Only

CCC members in the interview: _____

Date and time of the interview: _____ CCC Division Signature: _____

Comments: _____
