

# **Financial Management Board (FMB) Fund Appeal**

This form must be turned into the Club Coordination Council (CCC) at least 2 weeks before the scheduled event. Place the form in the appropriate Division Chair's Mailbox outside the CCC office (314 LaFortune in the Club Resource Center) and contact the CCC by email (ccc@nd.edu). A meeting will be scheduled with the club and the CCC division before the appeal will be addressed with the CCC or Council of Representatives. Please note that the Collaboration Fund is based on a first come first served basis, so please plan accordingly.

## **Sponsor Information:**

Date Submitted: \_\_\_\_\_

**Club #1 Name:** \_\_\_\_\_

Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Co-Sponsor #1** \_\_\_\_\_

Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Co-Sponsor #2** \_\_\_\_\_

Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Co-Sponsor #3** \_\_\_\_\_

Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Co-Sponsor #4** \_\_\_\_\_

Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Event Information:**

**Event:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

\_\_\_\_\_

**Location:** \_\_\_\_\_

\_\_\_\_\_

**Times:** \_\_\_\_\_

**Audience:** \_\_\_\_\_

**Appeal Request: \$** \_\_\_\_\_

**Club Academic Year Allocation: \$** \_\_\_\_\_

**Event Budget:****INCOME:**

Club #1 Contribution: \$ \_\_\_\_\_  
Department Support: \$ \_\_\_\_\_  
Donations: \$ \_\_\_\_\_  
Fundraising: \$ \_\_\_\_\_  
Aid from Co-Sponsor #1 \$ \_\_\_\_\_  
Aid from Co-Sponsor #2 \$ \_\_\_\_\_  
Aid from Co-Sponsor #3 \$ \_\_\_\_\_  
Aid from Co-Sponsor #4 \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
**TOTAL INCOME:** \$ \_\_\_\_\_

**EXPENSES:**

Honoraria/Entertainment: \$ \_\_\_\_\_  
Travel: \$ \_\_\_\_\_  
Lodging: \$ \_\_\_\_\_  
Food: \$ \_\_\_\_\_  
Advertising (Observer): \$ \_\_\_\_\_  
Advertising (Other): \$ \_\_\_\_\_  
Copy Expenses: \$ \_\_\_\_\_  
Supplies: \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
**TOTAL EXPENSES:** \$ \_\_\_\_\_

**Appeal Request:** \$ \_\_\_\_\_

Reason for Appeal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the appeal is not granted: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Terms of Agreement**

Club#1 Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Co-Sponsor Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

**OFFICE USE ONLY:**

CCC Division Recommended Amount: \$ \_\_\_\_\_ Approved FMB Amount: \$ \_\_\_\_\_

CCC Signature: \_\_\_\_\_ FMB Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_