

Porter Senate Discretionary Budget Proposal form

Unless otherwise advised, proposals that are complete and submitted by 4:00 pm Wednesday prior to the weekly Porter Senate Meeting will be automatically placed on Porter Senate's agenda for that week's meeting. You, or a representative, must attend the Senate meeting at which your proposal will be considered. You must give a brief presentation of the funding proposal (no more than 5 minutes), and answer questions posed by Senate.

Please complete this form and email it, with attachments as needed, to portersenatetreasurer@ucsc.edu

All proposals must include:

- Organization / contact information (section #1 below).
- Identification of your University Sponsor (section #2 below).
- A description of the proposed program or event (section #3 below).
- Specific amount of funding being requested. Please include a list of all other funding sources - both pending and already secured (section #4 below).
- A detailed budget outlining all expenses and revenues, and how Porter Senate funds - if approved - will be used. Included in this form (section #4a) or as an attachment.

As a financial supporter of your program / event, the Senate must be advised if there is a substantial change in the program / event (e.g. change of featured speaker / performer, change of admission policy or reduction in participant capacity, etc.)

Porter Senate cannot fund retroactively, i.e. funds can only be applied to future expenditures and must not be applied to purchases already made.

Porter Senate will distribute funds via Transfer of Funds for Registered Student Organizations & University Units.

Questions? For more information please contact:

portersenatetreasurer@ucsc.edu

<< or >>

Porter Activities Office, Porter College Rm. D-143

Porter_Activities@ucsc.edu,

I) Organization / Program information:

Name of Organization or Unit: _____

Organization Contact: _____

Contact Phone & email: _____

Name of Program or Event: _____

Date of Program or Event: _____

Location of Program or Event: _____

2) Who is your University Sponsor?

Cowell College

Oakes College

Ethnic Resource Centers

Stevenson College

Rachel Carson College

SOMeCA
(SOAR, Student Media, Cultural
Arts & Diversity)

Merrill College

College 9

Crown College

John R. Lewis College

Recreation
(formerly OPERS)

Porter College

Women's Center

Other University Academic or
Administrative Unit

Kresge College

Cantu Center

(please specify)

3) Program / Event Description:

4) Funding section:

Funding amount requested: \$ _____

Please list all other funding sources. Please include amount requested (if pending), or received (if approved):

NOTE: Both the Porter Senate Funding Award Form (tinyurl.com/2p8j9b98) and your detailed budget must be included, please use section 4a or submit your own budget with this Funding Proposal form.

4a) Program Budget (or attach your own):

Total Expenses: \$ _____

• Venue(s):

\$

• Venue Staffing:

\$

• Refreshments (please be specific):

\$

• Decorations (please be specific):

\$

• Misc. Supplies (please be specific):

\$

• Other (please be specific):

\$

• Honorarium / Performers fees:

\$