The Small Events Fund (SEF) provides student organizations affiliated by the Tippie College of Business with funds for small, informal activities that promote interaction among business students, faculty, and members of the business community. Events must be approved in advance through use of this application. If you wish to use SEF money for an event, wait for approval before acting on plans. Applications will typically be processed within one week, if they are complete and accurate.

**Guidelines:**

- Funds are for informal events intended to benefit undergraduates by promoting interaction with faculty and members of the business community. You should contact your academic department for funding for formal academic events.
- Organizations may apply for a one-time grant up to $500.
- This form serves as a cover sheet to a formal funding request; the request should include a thorough description including the goals, objectives, and plan of assessment for the event.
- A projected budget with a detailed set of expenses must also be attached to the funding request.
- After the event, organizations are required to submit a one page assessment of the event based on the goals and objectives outlined in the funding request (e.g., what went well, what will you improve upon for the future).
- Receipts are required for reimbursement.
- Events may take place in University facilities, faculty homes, or public locations.
- All University guidelines and rules of conduct apply to funded events. Events must be alcohol free.

Date Submitted ____________________________ Funds requested ____________________________

Student Organization ______________________________________________________________

Contact ____________________________ Email ______________________________________________

Submit this form and attachments to the Undergraduate Program Office (C140 PBB)

------------------------------------------------------------------Office Use Only------------------------------------------------------------------

Checklist

- [ ] Funding request with goals, objectives, assessment plan
- [ ] Detailed budget
- [ ] Post-event assessment

Funding Status

- [ ] Approved
- [ ] Denied
- [ ] Resubmit

Associate Dean Endorsement ___________________________________________ Date __________________