EVENT FUND
GUIDELINES & APPLICATION

The Event Fund provides student organizations affiliated with the Tippie College of Business with funds for activities that develop their members professionally, promote understanding of global and cultural competence in business, build an inclusive community for students, or newly developed activities. Events must include an educational component. Events must be approved in advance through use of this application. If you wish to use this 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 activities that develop their members professionally, promote understanding of global and cultural competence in business, build an inclusive community for students, or newly developed activities
- Organizations may apply for a grant up to $500 for three separate events
- Event description including goals, objectives, and an assessment plan for your event must be attached to application
- Budget for event with a detailed set of expenses must be attached to application
- 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 Status

☐ Funding request with goals, objectives, assessment plan                      ☐ Approved

☐ Detailed budget                                                                 ☐ Denied

☐ Post-event assessment                                                            ☐ Resubmit

Associate Dean Endorsement ____________________________ Date ____________