

## E. J. OURSO COLLEGE OF BUSINESS STUDENT ORGANIZATION SUPPORT FUND

### FUNDING REQUEST QUESTION PREVIEW

1. Organization name
2. Contact person and basic contact details
3. Faculty advisor and email
4. Overview of Initiative – *Items D-J should be answered with a brief narrative paragraph/paragraphs.*
  - a. Title
  - b. Date
  - c. Location (if applicable)
  - d. Description - Box for a brief description of the event, program, conference
  - e. Primary objective & expected outcomes – State the primary objectives and expected outcomes of the initiative.
  - f. Benefits - Describe how the initiative is expected to benefit your organization's members and, if applicable, the broader student community, highlighting aspects such as professional development, educational enhancement, and/or networking opportunities.
  - g. Student impact – Specify how many students the initiative impacted directly and/or indirectly. For travel or conference registrations, please list the names and majors of those participating.
  - h. Alignment with missions – Explain how the initiative aligns with your organization's and the college's missions.
  - i. Collaboration details - If applicable, describe any partnerships or collaborations with other student groups, academic departments, or external entities. Explain how these collaborations will enhanced the initiative's impact and contribute to its success.
  - j. Challenges - Describe any challenges associated with the initiative your student organization may have encountered throughout this process.
5. Financial documentation
  - a. Total amount requested
  - b. Budget justification - Provide a brief summary explaining how the requested funds will be used to support the initiative. This should highlight key expenses and directly connect the request to the initiative's objectives and expected outcomes.
  - c. Detailed budget - Upload a detailed budget breakdown of anticipated expenses, including registration fees, materials, and other relevant costs. A budget worksheet template is available [here](#). Note: Include the name of your organization in the file name.
  - d. Funds received (if any) from other sources (e.g., academic department, student government, etc.)
  - e. Total budget for the initiative
6. Additional requirements
  - a. Has the initiative been communicated to and approved by your organization's members? If no, why?
  - b. Has the initiative been communicated to and approved by your organization's faculty advisor? If no, why?
7. Acceptance of application agreement - By submitting this application, the organization agrees to comply with the fund's terms and conditions, including submitting a follow-up report detailing the outcomes, benefits, and challenges associated with the initiative. Any deviation from the approved use of funds must be communicated (via email to Angela Guidry, Student Engagement & Outreach Coordinator) for approval. Failure to adhere to terms may result in withholding future funding and other appropriate actions.