Club Sports Bulk Funding Step-by-Step Guide

*This guide is to be used while completing the SOF Bulk Funding Club Sports Form. It follows the application exactly, covering every box on the application. Each bolded title is the start of the next page of the application. Please consult this document first if you have questions about the application. If you still have questions after reading the guide, contact the EVP at* musg.evp@marquette.edu

1. **Organization Information Page**
	1. Organization Name
		1. Only registered organization that attended SOF training before the funding period will appear in this list. If your organization is not on this list, check with your organization to make sure that a member of the organization attended and signed in to the training session.
	2. Contact Name/Email
		1. The contact person in this box will receive all funding notification emails as well as any requests for more info about the application. Please put the organization member who knows most about your application, is prepared to answer and questions about the application, and will be in charge of receiving the allocation as the contact person.
	3. Budget
		1. Please attach a budget here. You may use the budget template available in the form. When crafting your budget, show ALL expenses and income for the semester, NOT JUST those pertaining to the events/goods requested. Please add the expenses for the events you are requesting assuming zero MUSG funding. Here is the budget template → <https://drive.google.com/file/d/0B_B91S4SxQDhVFFxV2tteUVkUFU/view>
2. **Type of Event**

Note: Check all boxes that apply. If you are applying for more than one type of request, check the box for all types of requests you are making

* 1. On Campus Event
		1. This section is for events that are on campus and NOT regular meetings. Applicable events must be free and open to all students and distinct from regular org meetings. Events that have a fundraising component are also NOT applicable for funding, although orgs can fundraise on their own and are encouraged to as long as they are not requesting SOF funding for the fundraiser. For questions about fundraising, contact the EVP
	2. Off Campus Event
		1. This section is for events that are off campus, such as excursions, competitions, or tournaments that are not held on Marquette’s campus
	3. Capital Goods
		1. This section is for capital goods. Capital goods must be essential to your organization’s mission and must be used for a long time. For instance, equipment that the org will use continuously counts as a capital good, whereas something that will only be used for a little while or that members of the org will be able to take home with them would not count as capital goods. If you are requesting ice/field time, you may request that as a capital good
	4. Coach and Referee (Umpire/Official) Fees
		1. This section is for fees charged by coaches, referees, and other similar expenses.
1. **On Campus Event**
	1. Event Name
	2. Event Date and Time
		1. If you do not have a concrete date and time set, estimate the date and time you will hold this event. You may decide on a different date and time after submitting the form as long as the event will be held during the semester you applied for. Please note that MUSG cannot fund events that occur over summer break
	3. Event Location
		1. This can also be an estimate if you are not yet sure where you will locate your event
	4. Has your event been approved by OSD?
		1. You can still apply for funding if your event has not yet been approved
	5. Please describe your event
		1. Tell the committee why your event is valuable to Marquette. Please note that MUSG cannot fund events that charge students a ticket price or that have a fundraising component
	6. Please describe how you will publicize your event
	7. University Expenses (If you are not asking for university expenses, skip this section)
		1. Explain and outline costs of any university expenses
			1. Do not put requests for sodexo catering or food expenses here. This section is for special university expenses, such as chef costs for special menu items
		2. Please provide how much YOUR organization is contributing to University expenses
			1. Be careful not to get this box and the next box mixed up. The wording is similar, but this first box is asking for what YOUR org is paying towards University expenses. Please give an exact number and do not say, “Whatever MUSG doesn’t fund”. Your org’s contribution and what your org is requesting should come out to the total cost of your requested University expenses (For example, if university expenses costs $300 and you want MUSG to fund $200, you should write that your org is contributing $100)
		3. Please provide what is being REQUESTED FROM MUSG for university expenses
			1. Be careful not to get this box and the previous box mixed up. This box is asking for what you want MUSG to pay towards university expenses. Please give an exact number, and do not say “Whatever MUSG is willing to give”
		4. Are you seeking upfront costs?
			1. This section is ONLY for university expenses. MUSG can only pay upfront for university expenses due to financial policies. All other requests will be funded on a reimbursement-only basis. Select yes if you would like MUSG to pay upfront for your university expenses if allocated.
		5. Please attach an official quote or invoice
			1. This is the MOST IMPORTANT step. Without proof of cost, you will not receive funding. Proof of cost could be a screenshot of a website showing the cost, an invoice, a past receipt, or other official documentation showing the cost of what you are requesting. You cannot estimate costs or just write down what you think it will cost; there must be documentation. Contact the EVP with questions about what counts as proof of cost
	8. Sodexo/Food Expenses
		1. Explain and outline costs of any food expenses
			1. Please outline exactly what you plan to order and how much of each. Be as detailed as possible in order to assist the committee in understanding your request
		2. Please provide how much YOUR organization is contributing to food expenses
			1. Be careful not to get this box and the next box mixed up. The wording is similar, but this first box is asking for what YOUR org is paying towards food expenses. Please give an exact number and do not say, “Whatever MUSG doesn’t fund”. Your org’s contribution and what your org is requesting should come out to the total cost of your requested food expenses (For example, if food expenses costs $300 and you want MUSG to fund $200, you should write that your org is contributing $100).
		3. Please provide what is being REQUESTED FROM MUSG for food expenses
			1. Be careful not to get this box and the previous box mixed up. This box is asking for what you want MUSG to pay towards food expenses. Please give an exact number, and do not say “Whatever MUSG is willing to give.” If you are not requesting food expenses, put a zero in this box
		4. Please attach an official quote or invoice
			1. This is the MOST IMPORTANT step. Without proof of cost, you will not receive funding. Proof of cost could be a screenshot of a website showing the cost, an invoice, a past receipt, or other official documentation showing the cost of what you are requesting. Please include proof of cost for EVERYTHING requested for food expenses. You cannot estimate costs or just write down what you think it will cost; there must be documentation. Contact the EVP with questions about what counts as proof of cost
	9. Performer Expenses
		1. Explain and outline costs of any performer expenses
			1. Performer expenses can be for dancers, singers, speakers, or other similar expenses
		2. Please provide how much YOUR organization is contributing to performer expenses
			1. Be careful not to get this box and the next box mixed up. The wording is similar, but this first box is asking for what YOUR org is paying towards performer expenses. Please give an exact number and do not say, “Whatever MUSG doesn’t fund”. Your org’s contribution and what your org is requesting should come out to the total cost of your requested performer expenses (For example, if food expenses costs $300 and you want MUSG to fund $200, you should write that your org is contributing $100).
		3. Please provide what is being REQUESTED FROM MUSG for performer expenses
			1. Be careful not to get this box and the previous box mixed up. This box is asking for what you want MUSG to pay towards performer expenses. Please give an exact number, and do not say “Whatever MUSG is willing to give.” If you are not requesting food expenses, put a zero in this box
		4. Please attach an official quote or invoice
			1. This is the MOST IMPORTANT step. Without proof of cost, you will not receive funding. Proof of cost could be a contract with the fee shown, an invoice, or other official documentation showing the cost of what you are requesting. Please include proof of cost for EVERYTHING requested for performer expenses.You cannot estimate costs or just write down what you think it will cost; there must be documentation. Contact the EVP with questions about what counts as proof of cost
	10. Other Expenses
		1. Explain and outline costs of any other expenses
		2. Please provide how much YOUR organization is contributing to other expenses
			1. Be careful not to get this box and the next box mixed up. The wording is similar, but this first box is asking for what YOUR org is paying towards other expenses. Please give an exact number and do not say, “Whatever MUSG doesn’t fund”. Your org’s contribution and what your org is requesting should come out to the total cost of your requested other expenses (For example, if university expenses costs $300 and you want MUSG to fund $200, you should write that your org is contributing $100)
		3. Please provide what is being REQUESTED FROM MUSG for other expenses
			1. Be careful not to get this box and the previous box mixed up. This box is asking for what you want MUSG to pay towards other expenses. Please give an exact number, and do not say “Whatever MUSG is willing to give”
		4. Please attach an official quote or invoice
			1. This is the MOST IMPORTANT step. Without proof of cost, you will not receive funding. Proof of cost could be a screenshot of a website showing the cost, an invoice, a past receipt, or other official documentation showing the cost of what you are requesting. Please include proof of cost for EVERYTHING requested for other expenses. You cannot estimate costs or just write down what you think it will cost; there must be documentation. Contact the EVP with questions about what counts as proof of cost
2. **Type of Off Campus Event**
	1. Note: Check all boxes that apply. If you are applying for more than one type of request, check the box for all types of requests you are making
		1. Tournament/Competition
		2. Other (excursions, day trips, overnight trips - non-conference, etc.)
3. **Tournament/Competition**
	1. Tournament Name
	2. Dates of Tournament
		1. Please keep in mind that the SOF committee cannot fund any event that occurs during summer break
	3. Tournament Location
		1. Give as exact a location as possible, such as an address or city. The committee needs to know the location of the trip to calculate gas and travel expenses
	4. Detailed Explanation of Tournament
		1. Explain to the SOF committee what the value of attending this tournament will be to students and Marquette as a whole
	5. How many members are attending?
		1. You MUST give an exact number. If you are unsure about how many people will attend, give your best estimation. Do not give a range of members (ex. Between 15-20 will go). Only give one number.
	6. Tournament Entry Fees
		1. Total cost of tournament entry fees
			1. If applicable, include breakdown of cost per person or cost per team for entry fees
		2. How much will YOUR organization contribute to entry fees
			1. Be careful not to get this box and the next box mixed up. The wording is similar, but this first box is asking for what YOUR org is paying towards entry fees. Please give an exact number, and do not say “Whatever MUSG doesn’t fund.” Your org’s contribution and what your org is requesting should come out to the total cost of entry fees (For example, if travel costs $300 and you want MUSG to fund $200, you should write that your org is contributing $100)
		3. How much is being REQUESTED FROM MUSG for entry fees
			1. Be careful not to get this box and the previous box mixed up. This box is asking for what you want MUSG to pay towards entry fees. Please give an exact number, and do not say, “Whatever MUSG is willing to give.”
		4. Please provide a quote for entry fees
			1. This is the MOST IMPORTANT step. Without proof of cost, you will not receive funding. Proof of cost could be a screenshot of a website showing the cost, an invoice, a past receipt, or other official documentation showing the cost of what you are requesting. You cannot estimate costs or just write down what you think it will cost; there must be documentation. Contact the EVP with questions about what counts as proof of cost
	7. Travel Expenses (This DOES NOT include gas)
		1. Outline of all expenses
			1. Travel expenses could include van rental, flight costs, train tickets, or other such expenses. Travel expenses DO NOT include gas.
		2. Please provide how much YOUR organization is contributing to travel expenses
			1. Be careful not to get this box and the next box mixed up. The wording is similar, but this first box is asking for what YOUR org is paying towards travel expenses. Please give an exact number, and do not say “Whatever MUSG doesn’t fund.” Your org’s contribution and what your org is requesting should come out to the total cost of travel expenses (For example, if travel costs $300 and you want MUSG to fund $200, you should write that your org is contributing $100)
		3. Please provide what is being REQUESTED FROM MUSG for travel expenses
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		4. Please provide a quote for travel expenses
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	8. Gas expenses (If you are NOT requesting gas, put zeroes or N/A in each box)
		1. Enter ROUNDTRIP total miles
			1. MUSG can fund up to $0.555 per mile for gas expenses. Please do not try to calculate gas expenses yourself, as the committee will do all calculations.
		2. Enter Starting location
			1. Write the address or city of where the trip starts
		3. Enter Ending Location
			1. Write the address or city of the ending location
	9. Lodging Costs
		1. Outline all costs for lodging
			1. Outline how many rooms will be needed for lodging. The committee assumes that 4 people will be housed per room, so please factor this assumption into your plans for lodging
		2. Please provide how much YOUR organization is contributing to lodging expenses
			1. Be careful not to get this box and the next box mixed up. The wording is similar, but this first box is asking for what YOUR org is paying towards lodging expenses. Please give an exact number, and do not say “Whatever MUSG doesn’t fund.” Your org’s contribution and what your org is requesting should come out to the total cost of lodging expenses (For example, if travel costs $300 and you want MUSG to fund $200, you should write that your org is contributing $100)
		3. Please provide what is being REQUESTED FROM MUSG for lodging expenses
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		4. Please provide a quote for lodging expenses
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4. **Other (Excursions, day trips, overnight trips, non-conference, etc.)**
	1. Event Name
	2. Event Dates
		1. Please keep in mind that the SOF committee cannot fund any event that occurs during summer break
	3. Detailed Explanation of Event
		1. Explain what type of event you are applying for. Describe what the value of attending this event will be to students and Marquette as a whole
	4. How many members are attending?
		1. You MUST give an exact number. If you are unsure about how many people will attend, give your best estimation. Do not give a range of members (ex. Between 15-20 will go). Only give one number.
	5. Entry Fees
		1. Total cost of entry fees
			1. If applicable, include breakdown of cost per person or cost per team for entry fees
		2. How much will YOUR organization contribute to entry fees
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	9. Miscellaneous expenses
		1. Outline all miscellaneous expenses
			1. Explain what these expenses are and why they are necessary
		2. Please provide how much YOUR organization is contributing to misc. expenses
			1. Be careful not to get this box and the next box mixed up. The wording is similar, but this first box is asking for what YOUR org is paying towards misc. expenses. Please give an exact number, and do not say “Whatever MUSG doesn’t fund.” Your org’s contribution and what your org is requesting should come out to the total cost of misc. expenses (For example, if travel costs $300 and you want MUSG to fund $200, you should write that your org is contributing $100)
		3. Please provide what is being REQUESTED FROM MUSG for misc. expenses
			1. Be careful not to get this box and the previous box mixed up. This box is asking for what you want MUSG to pay towards misc. expenses. Please give an exact number, and do not say, “Whatever MUSG is willing to give.”
		4. Please provide a quote for misc. expenses
			1. This is the MOST IMPORTANT step. Without proof of cost, you will not receive funding. Proof of cost could be a screenshot of a website showing the cost, an invoice, a past receipt, or other official documentation showing the cost of what you are requesting. You cannot estimate costs or just write down what you think it will cost; there must be documentation. Contact the EVP with questions about what counts as proof of cost
5. **Capital Goods**
	1. Outline the capital good you are requesting
		1. Explain the good and why it serves your organization’s mission. Please note that capital goods must be essential to your organization, usable for long times, and will stay with the organization throughout the years. Capital goods do not include personal items or items that will only be used for short periods of time
	2. Please provide the cost of the good you are requesting
		1. Provide information about how many of this good you are requesting, price per item, and total cost
	3. Please provide documentation of costs
		1. This is the MOST IMPORTANT step. Without proof of cost, you will not receive funding. Proof of cost could be a screenshot of a website showing the cost, an invoice, a past receipt, or other official documentation showing the cost of what you are requesting. You cannot estimate costs or just write down what you think it will cost; there must be documentation. Contact the EVP with questions about what counts as proof of cost
6. **Coach and Referee (Umpire/Official) Fees**
	1. Please explain any and all expenses related to coach/referee/umpire/official fees
		1. Outline all costs that you are requesting MUSG funds. Include cost breakdown of cost per official if necessary. Please be clear in what you are requesting and how much each fee costs.
	2. Please provide a quote for coach and referee fees
		1. This is the MOST IMPORTANT step. Without proof of cost, you will not receive funding. Proof of cost could be a screenshot of a website showing the cost, an invoice, a past receipt, or other official documentation showing the cost of what you are requesting. You cannot estimate costs or just write down what you think it will cost; there must be documentation. Contact the EVP with questions about what counts as proof of cost
7. **Rank 5**
	1. Please rank your requests from highest priority to lowest priority. MUSG will try to always fund your highest priority first. Feel free to break your ranking down into as many subsections as you wish. IF YOU SUBMIT MORE THAN ONE APPLICATION, make sure you rank ALL of your requests from all application in one master list. If needed, you can number requests within each box. If you feel that you cannot properly rank your requests on this form, send an email with your full ranking list to the EVP
8. **Instruction Page**
	1. **Make sure to save a PDF of your application. If there are issues with Marquette Involvement Link and your application is not received, you must have a PDF of your application for backup**
	2. **After the Bulk Funding Application closes, all student organization leaders will receive an email listing the organizations for which applications were received. If you submitted an application but your org is not on that list, contact the EVP immediately**
	3. **THIS IS NOT THE FINAL PAGE. PROCEED TO THE NEXT PAGE AND PRESS THE SUBMIT BUTTON. If you do not press the submit button, your application will not be received.**