

CAB COMMUNITY EVENT REQUEST FORM
Campus Activities Board (formerly PDC), Campus Center (1C), room 201 — 718-982-3268

Deadline for Fall 2008 completed proposals is **Monday, November 17, 2008**. All applications *with supporting documentation* must be submitted to the Campus Activities Board (CAB) in the Office of Student Life, 1C-201. Faxes and Emails will not be accepted.

Please keep in mind that the money you are requesting is Student Activity Fee funding and therefore any expenditures must follow the CUNY fiscal guidelines, CSI Association, and Office of Student Life guidelines as outlined in the Student Organization Handbook.

Copies of this handbook are available in the Office of Student Life for review.

PDC sets aside \$15,000.00 per semester for community proposal funding. Therefore CAB will not approve funds in an amount more than \$3000.00 for any specific proposal. In addition, an individual department may submit as many events as they choose, but CAB will only fund one event per department.

SPONSOR AND EVENT INFORMATION

Person making request: _____ **Event Title:** _____
Sponsoring Department: _____ **Event Description:** _____
Phone Number: _____ **Fax:** _____
Email Address: _____
Mailing Address: _____

FACILITY AND PROGRAM DETAILS

Facility Information:

Preferred Day(s), Date(s): _____ Alternate Day(s), Date(s): _____
 Preferred Location: _____ Alternate Location: _____
 Has facility been placed on hold? Yes No
 Time of Event: From _____ To: _____ Set-up time: _____ hrs. Breakdown time _____ hrs.

Participants (check all that apply): _____ Students _____ Guests* _____ Faculty/Staff *number permitted may be limited

Total Number of Participants—maximum: _____

Will Event include any of the following:

Presenter/Performers(s) Name: _____ Fee \$ _____
 (Please attach information Name: _____ Fee \$ _____
 about performers) Name: _____ Fee \$ _____

The College of Staten Island and the CSI Association require the following information before considering any performer, whose fee is **over \$400.00**. Please provide relevant background information for comparable engagements at **other colleges or venues outside of CSI**. This will include dates, times, contact persons at the said college or venue and most importantly fees paid. Attach bios, resumes or similar documentation substantiating the background and credentials of the speaker or performer. **CAB may not be able to fund performers who decline to provide this information.**

Date of Performance: _____ Length of performance: _____
 Type of event (lecture, workshop, debate, etc): _____
 Location: _____ (name of college or venue)
 Contact Person: _____ Phone number: _____
 Fee paid: \$ _____

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Date of Performance: _____ Length of performance: _____
 Type of event (lecture, workshop, debate, etc): _____
 Location: _____ (name of college or venue)
 Contact Person: _____ Phone number: _____
 Fee paid: \$ _____

Fundraising: Yes No Type: _____ For: _____
Request for CLUE Certification: Yes No
Refreshments: Yes No Auxiliary Outside Vendor Other: _____

BUDGET REQUEST INFORMATION

Will you be seeking funding assistance from other sources? Yes No **If yes, please provide the following information.**
 (CAB reserves the right to deny or withdraw funding for programs where additional funding is being requested, has already been approved, or is requested and approved by another Student Activity Fee body in addition to CAB).

Funding Body (e.g. Department) **Amount** **For (e.g. refreshments)**
 _____ \$ _____
 _____ \$ _____

PROPOSED CAB LINE BY LINE BUDGET:

For (e.g. performer, travel)	Amount	For (e.g. performer, travel)	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
TOTAL FUNDING REQUEST CAB:			\$ _____

For CAB Use Only:

Proposal Received: ____/____/____ Total Amount Allocated: \$ _____
 Proposal Approved: ____/____/____ CAB Committee responsible: _____

CAB COMMUNITY PROPOSAL REQUEST PROCESS:

1. Deadline for Spring 2009 completed proposals is Monday, November 17, 2008. All applications *with supporting documentation* must be submitted to CAB in the Office of Student Life, 1C-201. Faxes and email will not be accepted.
2. Please keep in mind that the money you are requesting is Student Activity fee funding and therefore any expenditures must follow the CUNY fiscal guidelines, CSI Association and Office of Student Life guidelines as outlined in the Student Organization Handbook. Copies of this handbook are available in the Office of Student Life or online at the Student Life webpage for review.
2. All information included in your request will be verified and comparable information checked.
3. A CAB subcommittee will review all proposals submitted on 11/17/08 and will present its recommendations to the full committee on at the May meeting. You may be asked to set-up a meeting with a CAB representative prior to the committee meeting to review your proposal and clarify/confirm all information.
5. If CAB approves your proposal it will be forwarded to the CSI Association and Student Government for approval. Once approval has been obtained a letter confirming the funding allocation and requesting a meeting will be sent to you, please note confirmation may not be finalized until the start of the Spring 2009 semester. You must schedule a meeting with Associate Director of Student Life/Activities, to confirm funding allocations, discuss event details and process paperwork for funding requests.

RECOMMENDED MINIMUM TIME FRAMES FOR EVENT PLANNING:

If paperwork is submitted in less time than the minimum timeframe suggests, the Campus Activities Board cannot guarantee your event will happen as planned.

	LECTURE OR SPEAKER—NO FEE	LECTURE OR SPEAKER- Fee Under \$400.00	LECTURE OR SPEAKER- Fee Over \$400.00	DANCE, FASHION SHOW, FESTIVALS	EVENT IN FACILITY OTHER THAN CAMPUS CTR.
Community Event Request Form	By 4:00pm on 11/17/08	By 4:00pm on 11/17/08	By 4:00pm on 11/17/08	By 4:00pm on 11/17/08	By 4:00pm on 11/17/08
Facility Reservation Form	2 weeks in advance	2 weeks in advance	2 weeks in advance	2 weeks in advance	2 weeks in advance
Request for Speaker/ Performer	1 week in advance	2 weeks in advance ^A	3 weeks in advance ^A	2-3 weeks in advance	2-3 weeks in advance
Fundraising Form	2 weeks in advance	2 weeks in advance	2 weeks in advance	2 weeks in advance	2 weeks in advance
Purchase Order/Food Request ^B	72 hours in advance	72 hours in advance	72 hours in advance	72 hours in advance	72 hours in advance
CLUE Request	Note: Additional time may be required for purchases such as supplies, equipment, promotional items, etc.				
	3 weeks in advance	3 weeks in advance	3 weeks in advance	3 weeks in advance	3 weeks in advance
Request for Promotion Assistance	3 weeks in advance	3 weeks in advance	3 weeks in advance	3 weeks in advance	3 weeks in advance
Request for Special Guest Parking	1 week in advance	1 week in advance	1 week in advance	1 week in advance	1 week in advance
Promotion/Publicity ^C	1 week in advance	1 week in advance	1 week in advance	1 week in advance	1 week in advance

Notes: The above table is based on student groups that have their budgets approved and ready to spend. Some timelines may need to be adjusted if budget modifications are required or any additional expenses are determined during the course of planning

- A Depends on the ability to verify comparables or other information needed prior to approval of performer/speaker for personal service agreements.
- B This refers to the amount of time needed to process paperwork and does not reflect time needed for ordering, shipping or purchasing of items requested.
- C This is the minimum guideline, it is encouraged that groups begin advertising much earlier in the process.

OFFICE USE ONLY

FUNDING BODY: *(Funding body representative to acknowledge the availability or unavailability of funds)*

Amount Allocated by Funding Body: _____

Funding Body Signature _____ Date _____

Amount Allocated by Funding Body: _____

Funding Body Signature _____ Date _____

ADDITIONAL NOTES AND COMMENTS:

DIRECTOR OF STUDENT LIFE:

This event has been reviewed by the Director of Student Life. If approved further planning may begin:

Approved Need more information Not approved

Special Instructions/Notes: _____

_____ Request _____ File

Director of Student Life signature Date Initials

Meeting w/ Student Life
Date ___/___/___ Time _____

CAB Approved: ___/___/___

Facility placed on hold: Yes No
Preferred Alternate N/R

STUDENT LIFE ADVISEMENT:

- Facility Reservation Form
- Public Safety
- Fundraising Form
- CLUE Request Form
- Insurance Request
- Purchase Orders _____
- Food Authorization Form
- Enter Into Agreement/PSA
- Guest Participation Form/Waivers
- Funding Body Approval _____
- Special Proposals _____
- Minutes submitted
- Promotion/Publicity
- College Approval for Off-Campus Trip Form
- Special Guest Parking
- Request for Promotion Assistance
- Other: _____

Signature _____ Date _____