

William & Mary Law School Student Bar Association Supplemental/Emergency Funding Request Form

Please submit completed forms to SBA Treasurer Alexa Deutsch at apdeutsch@email.wm.edu. You may email Alexa with any questions or concerns.

This form is event specific and will be used to determine whether your organization is eligible for SBA Supplemental/Emergency Funding. It may also be used to determine whether you are eligible for Student Assembly Activities & Events Funding. Keep in mind that direct submissions of an Activities & Events funding request will likely disqualify your organization from receiving supplemental SBA funding for that particular event. **Please submit your request at least 30 days in advance of the proposed event.**

Name of Organization: _____

Primary Contact Name: _____

Primary Contact Email: _____

Initial Budget Award for 2021-2022 Academic Year: _____

Additional Funding Requested: _____

Number of Active Members: _____

Annual Dues per Member (if applicable): _____

1. Name of Event: _____

2. When and where will this event be held? _____

3. Have you received approval of the use of the proposed location from the College? _____

4. Please describe the event for which you are requesting supplemental funding. Provide as many details as possible to illustrate how this event will contribute to the W&M community.

5. Who is this event intended for? (i.e. law students only, all graduate students, graduate and undergraduate students, members of this organization only, members of specific groups, etc.)

6. How have circumstances changed since your initial application? Please provide a detailed explanation of why you need the additional funds requested.

7. Has your organization hosted this or a similar event in the past?

8. Please fill in the projected figures for this event. If your organization has hosted this or a similar event in the past, please also provide the actual figures from the most recent occasion.

	Figures from Last Event	Projected Figures
Name of Event		
Event Attendance		
Total Cost		
Cost per Attendee		
SBA/SA Funds Used		
Internal Funds Used		

9. List all expenses necessary for this event. If you plan to have co-sponsors, please list only the amount your organization will contribute to the total cost.

Description of Expenses	Contribution	Total Cost

10. List any funding from other sources, including dues, fundraising, gifts/donations, and any other outside funding:

Source of Funding	Total Amount

11. Has your organization independently sought Student Assembly Activities & Events Funding from the Undergraduate College?

12. Are you willing to pursue SA funding with SBA assistance? Please note: If you choose to pursue SA funding, a representative from your organization may be required to meet with the SBA/SA.