

EVENT PROPOSAL FOR PET FOOD FUNDING

Before requesting funding, please obtain a copy of Guidelines for Usage of Pet Food Funds and familiarize yourself with Section 1 and either Section 3 (educational) or 5 (social) depending on the type of event you are proposing. Proposals will be denied a hearing or funding if they do not meet the criteria set out in these guidelines, or if the proposal form is filled out inaccurately, incompletely, or inappropriately.

Type of Event: Educational Event

Social Event

Title of Proposal: _____

Person(s) Primarily Responsible for Proposal: _____

Sponsoring Club: _____

Description of Event:
*(Be as detailed as possible
in the space provided.
Include location and dates.)*

Expected Attendance:
*(Estimate numbers &
provide demographic
expectations. Also attach
signatures from a
minimum of 20 students.)*

DETAILED BUDGET FOR EVENT

Event Expenses:
(Detail all expenses the event will incur. See section 3.4 or 5.4 of the Guidelines for details of what is reimbursable.)

Reimbursable Expenses:

Non-Reimbursable Expenses:

TOTAL:

TOTAL:

Fundraising & Income:
(List any other procured, anticipated, or attempted funding for the event.)

Funding Requested from Pet Food Funds:
*(Funding limits are outlined in sections 3.2 or 5.2 of the Guidelines and apply **only** to reimbursable expenses.)*

We, the undersigned, have attached an Event Planning form: YES

We, the undersigned, have read section 1.4 of the Guidelines, and if this project receives funding we shall take responsibility for fulfilling the obligations listed there: YES

Signatures of a **minimum** of 20 interested students are attached: YES

SIGNATURES OF RESPONSIBLE PERSON(S): _____

**RETURN THE COMPLETED FORM AND ATTACHMENTS TO THE SCAVMA SECRETARY.
ALL FORMS MUST BE SUBMITTED AT LEAST ONE WEEK PRIOR TO THE HEARING.**