

Process No: C
Date Rec'd:
INITIALS:

OLD DOMINION UNIVERSITY STUDENT GOVERNMENT ASSOCIATION CONTINGENCY REQUEST FORM

Contingency requests are reserved for new organizations, or, in the case of current recognized organizations, *unusual or unforeseen circumstances only*. Normally, they are allowed only *once per semester*. Please allow at least three weeks for the processing of a contingency request.

PLEASE TYPE AND SUBMIT WITH 6 COPIES

Name of Organization _____	Date of Event _____
Person Submitting Request _____	Home or Office Phone No. _____
Organization Advisor _____	Advisor Phone Number _____
Number of active members _____	Number of student members _____

This request is submitted to (Check only one.)

Student Government Finance Committee

 Finance Committee Appeals Process

This request for funding is for (Check all that apply.)

Single event
 Single program
 Single conference
 Other (define on page 2) _____

List **all** sources of revenue for this contingency request: (outside of the Senate funding) – **Be Specific in the category “other”**

	<u>AMOUNT CURRENT</u>	<u>AMOUNT FORECASTED</u>
a. Dues of members	\$ _____	\$ _____
b. Fund raising projects	\$ _____	\$ _____
c. “Other” (breakdown on page 3)	\$ _____	\$ _____
Total Income	\$ _____	\$ _____

FOR COMMITTEE USE ONLY

Expenses (Be specific and prioritize)	Intended Amt. to be Funded by your Organization		Amount Requested from Student Senate	Total Cost		
1. _____	\$ _____	+	\$ _____	=		
2. _____	\$ 0	+	\$ _____	=		
3. _____	\$ _____	+	\$ _____	=		
4. _____	\$ _____	+	\$ _____	=		
5. _____	\$ _____	+	\$ _____	=		
6. _____	\$ _____	+	\$ _____	=		
7. _____	\$ _____	+	\$ _____	=		

Totals	\$ _____		\$ _____			
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TOTAL AMOUNT REQUESTED	→→→→→→		\$ _____			TOTAL APPROVED
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**STUDENT SENATE CONTINGENCY REQUEST FORM
PAGE 2**

Explain in detail your organizations' goals or purpose for this activity: (attach separate typed paper if needed)

How will the activity or event benefit the Student Body or Community of Old Dominion University?

FROM PAGE 1: Explain in detail what the "other" funding request is: (if applicable). Also will you be charging members for the event, i.e.; admission charge.

Please list any other information which may be helpful to the Finance Committee in considering your contingency request. (Attach a separate typed paper if needed)

**SUBMIT ALL FORMS TO THE STUDENT ACTIVITIES AND LEADERSHIP OFFICE
(2ND FLOOR OF WEBB)
STUDENT SENATE CONTINGENCY REQUEST FORM
PAGE 3**

**SUBMIT ALL FORMS TO THE STUDENT ACTIVITIES AND LEADERSHIP OFFICE
(2ND FLOOR OF WEBB)**