Information Sheet
PLEASE READ ALL DIRECTIONS CAREFULLY

REQUIREMENTS TO APPLY:
• If directions are not followed carefully, your application will not be considered.
• Your organization must be a registered student organization or a campus department.
• Events must be open to all students and OU alumni on campus.
• Events must be free or include a small admission free. SAA requests tickets to the event if there is an admission fee.
• Your organization must attend a ten-minute funding interview led by the funding chair and other members of SAA.

HOW TO APPLY:

REQUEST FOR FUNDING:
1. Complete this application while taking care to mark the desired interview date and submit 5 copies to the SAA folder at the Student Life Office in Oklahoma Memorial Union, Suite 370 (Student Life). The last day applications will be picked up is the Monday by 5pm before the Friday interview. Please notify the funding chair via email at jakemorgan@ou.edu upon dropping the application off in the Student Life Office.

2. In addition to submitting the application at least one week before the desired interview day, turn in your application at least one month prior to your event. If not, SAA will not accept your application for funding.

3. SAA will call or email on the preceding Tuesday or Wednesday to schedule the exact time of the interview. Interview times will be held between 3:30-5:30 pm. If applicants are unable to attend the assigned interview time, they are required to appoint a proxy to attend the interview on their behalf.

4. Applicants will be notified via e-mail of their allocation amount, if any. Once notified, please forward your organizations account number so we can process the account transfer. If you want your sponsorship funds in the form of a check, we will need your organization’s tax ID number to proceed. No checks can be processed without a tax ID number. Please allow 2 to 3 weeks for payments to be processed.

DATES AND GUIDELINES:
• If directions are not followed carefully, applications will not be considered.
• The Student Alumni Association does not fund out-of-town conferences, fees, travel, etc.
• If you are awarded sponsorship, SAA will require the use of the ad of our choice (Sower’s Club, The Ring, The Gift, etc) on promotional materials (programs, ads, banners, t-shirts, etc).
• If you are awarded sponsorship, SAA requires you to submit a digital photo documenting SAA participation in the event.
• Please submit your photos, press release and thank you letter via e-mail to the Funding Chair, Jake Morgan at jakemorgan@ou.edu no later than one week after your event.
• Please keep this cover sheet for your records.
• Failure to fulfill the follow-up requirements will result in no money towards funding your event.

INTERVIEW DATES*:
• February 1
• March 1
• April 5
• April 26

*Interviews begin at 3:30pm.
Funding Application

Organization Name: _________________________________________________________________________
Event Title: ______________________________________________________________________________
Event Date: ___________________  Event Location: ______________________________________________
Contact Person: ____________________________________________________________________________
Contact’s Phone Number: ___________________ Contact’s E-mail: _________________________________
Funding Interview Date, Circle One:   February 1    March 1     April 5     April 26
Total Sponsorship Request (up to $1,000): _______________________________________________________
Amount of funds organization has for this event: __________________________________________________
Projected OU student attendance: _________________Projected total attendance: ____________________

Applicant’s Name                                                                       Advisor’s Name

Applicant’s Signature                                                              Advisor’s Signature

Questions

1. What is the mission of your organization?
2. Please give a brief description of your project.
3. Please attach a copy of your event’s budget and be ready to answer any questions about it during the interview process.
4. What other sources of sponsorship are you soliciting and how much money have you received? Please list all other sponsors and amount given.
5. What other sources of income are you expecting for this program and do you anticipate generating revenue from this program?
6. If your request is granted, do you feel comfortable with your organization’s name being released to the public? Also, will you be willing to advertise the SAA logo on everything at your event?
7. What other publicity opportunities will you offer SAA?
8. Will your organization be open to OU Students outside of your organizations, or is it for your organization’s members only?
9. Include an internal account number or tax ID number (however your organization wishes to be compensated) with your application to expedite your organization’s receipt of funds if selected.
10. Include a 100-word thank you letter and press release about your event to be published in the alumni newsletter should you be selected for funding. Also, if your organization has a sponsorship packet, please attach one or bring it to the interview.

***PLEASE return 5 copies of this application to the SAA folder, Student Life, OMU 370.***

If you have any questions during this process, please e-mail Jake Morgan at jakemorgan@ou.edu.