

## SUPPLEMENTAL FUNDING APPLICATION

**To:** Student Organizations, Advisors & Members

**From:** Sandra Schob, Activities Business Manager

**Re:** Supplemental Funding Request for Student Organization/Group

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Supplemental funds are only available for currently recognized, non-probationary MSUM student organizations.

**Step 1:** Please note that Supplemental funds may not be used for travel expenses. You must submit a separate Travel Funding Request Form if you need travel funds.

**Step 2:** Complete all three pages of this form. Incomplete forms will not be considered for funding.

**Step 3:** When completing Page 2 and 3, make sure any expenses you estimate are fully allowable. "Allowable expenses" include; printing, postage, rental fees, speaker fees, food items, coaches, game referees. If you need extra pages for expenses, feel free to make copies.

**Step 4:** Submit completed form, by email or by printed copy to the Activities Business Manager at the Comstock Memorial Union Room 222E. Call 477-2486 or email [schobsa@mnstate.edu](mailto:schobsa@mnstate.edu) if you have any questions regarding this application process.

**Step 5:** The Activities Business Manager will contact the Student Activity Budget Committee (SABC) to arrange a time for you, or a representative of your organization, to present the request in person at an upcoming SABC meeting. Should your request be accepted, the Activities Business Manager will help you obtain any funds awarded. Requests will be granted (in part or in full) or denied by SABC.\*

*\*MnSCU (Minnesota State Colleges and Universities) financial policy dictates the procedures for management of activity fee funds. Your supplemental funding dollars are activity fee funds and so I and SABC must follow MnSCU policy when allocating or determining the merits of awarding activity fee funds to student groups or individuals.*

Sandra Schob  
Activities Business Manager  
CMU Room 222E  
Minnesota State University Moorhead  
Moorhead, MN 56563  
phone: 218-477-2486  
[schobsa@mnstate.edu](mailto:schobsa@mnstate.edu)

# *MSUM Student Organization Supplemental Funding Application*

Name of Organization: \_\_\_\_\_ (Please Print)

Applicant's Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Phone #: \_\_\_\_\_ Applicant's email: \_\_\_\_\_

Advisor Name (please print): \_\_\_\_\_ Advisor Phone #: \_\_\_\_\_

**Total Amount Requested \$** \_\_\_\_\_

**Please write a brief explanation of the reason for this funding request. Explain how the activity will benefit the University and those students participating. \***

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Submit completed form to Sandra Schob, Activities Business Manager CMU 222E  
[schobsa@mnstate.edu](mailto:schobsa@mnstate.edu) 218 477 2486

**Enter the total amount you are requesting** \$\_\_\_\_\_

1. Use the expense codes listed below to break your request amount into “types of expenses”  
For instance, if you plan to spend \$25.00 of your total request on printing costs, put that dollar amount on the line directly across from the expense code “1410” Printing.
2. Make sure your expense total at the bottom of the right-hand column equals your “Total Amount Requesting” at the top of this page.

<u>Expense Code</u>	<u>Description</u>	<u>Dollar amount</u>
1010	Rents or leasing	_____
1110	Advertising costs	_____
1230	Repair of Equipment	_____
1410	Printing(on or off campus)	_____
1870	Other contracted services (ex: Sodexho food service, coaches, Game referees)	_____
1910	Public speakers/Entertainers	_____
2010	Postage	_____
2020	Telephone base fee	_____
2030	Long distance phone charges	_____
2060	Freight expense (UPS, FedEx)	_____
2710	Student Activities	_____
2880	Fees, license, membership costs	_____
3000	Supplies (include food from off campus)	_____
3002	Supplies as equipment (computer)	_____
Other	_____	_____

**Calculate Total Expenses [enter here]>> \$\_\_\_\_\_**

(must equal amount listed at top of page)

For each expense line on the previous page where you placed a dollar amount, please explain how you arrived at that dollar amount. Show expense code, a written explanation of your calculation, and the amount.

Expense Code

How did you arrive at this amount?

*Example below:*

1410-printing

*Example below:*

*We need 40 posters 8x10. Copies Plus  
Charges \$1.50 per poster  $40 \times \$1.50 = \$60.00$*

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