

## **SGSA Social Event Funding Form**

**Organizers: read and complete this section** -----

Please complete this form to apply for funding for social events. We suggest checking with SGSA prior to organizing the event to ensure that the event can be funded. To qualify for funding, the event must meet the following guidelines:

- ☐ A minimum of 6 attendees<sup>1</sup> will be/were present at the event.
- ☐ An open invitation to the department will be/was sent 24 hours prior to the start of the event via (select at least one)
  - ☐ department mailing list (email)
  - ☐ the #social channel (Slack)
- ☐ Receipts for expenses to reimburse will be/are available.
- ☐ Expenses to fund excludes alcohol.

<sup>1</sup>An attendee is defined as a member of the department. People from outside the department do not count as an attendee for funding purposes.

An event that does not meet the above guidelines may still qualify for funding with SGSA approval.

**Organizer(s):**

**Date of event:**

**Funding requested: \$**

Note: funding up to  $\min(\$10 \times \text{number of attendees}, \text{total event cost})$  can be requested.

**Brief description of event (what/where/why):**

Email this form to the Treasurer ([kenny.chiu@stat.ubc.ca](mailto:kenny.chiu@stat.ubc.ca)) along with

1. **the receipts** (preferably with a breakdown of the expenses)
2. **the list of attendees**
3. **contact information of the funding recipient(s)** (if not the organizers)

**To be completed by SGSA** -----

**Funding granted: \$**

**Date signed:**

**Funding delivered to (name):**

**on (date):**

**via (e-Transfer/cash):**