

SGSA Social Event Funding Form

Organizers: read this section before organizing-----

The event should meet the following guidelines to qualify for funding:

- ☐ Event has been pre-approved by an SGSA representative: _____.
- ☐ A minimum of 6 attendees¹ will be present.²
- ☐ An open invitation to the department will be sent at least 24 hours prior to the start of the event via (at least one of)
 - ☐ [email] the students@stat.ubc.ca mailing list,
 - ☐ [Slack] the *#social* channel.
- ☐ Expenses to fund will exclude alcohol.

¹A member of the department. People from outside the department do not count as an attendee for funding purposes.

²May be waived with SGSA approval.

Check with SGSA to ensure funding is available **before** organizing your event. Meeting the guidelines does not guarantee approval. For events involving food, it is preferred that the organizers order and takeout food rather than attendees ordering individually and/or dining-in.

Fill out and submit this form to the [Treasurer](#) **after** the event along with

1. **receipts** (preferably with a breakdown of the expenses)
2. **a list of attendees**
3. **the contact information of the funding recipient**

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):

To be completed by SGSA -----

Funding granted: \$

Date signed:

Funding sent to (name):

on (date):

via (e-Transfer/cash):