

## 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 attendees<sup>1</sup> will be present.<sup>2</sup>
- ☐ 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](mailto:students@stat.ubc.ca) mailing list,
  - ☐ [Slack] the *#social* channel.
- ☐ Expenses to fund will exclude alcohol.

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

<sup>2</sup>May 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 (with itemized list of expenses) that have no name/the Treasurer's name<sup>3</sup>**
2. **a list of attendees**
3. **contact information of the funding recipient**

<sup>3</sup>If your name is on a receipt, you will have to request SGSA reimbursement from the department yourself.

**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):**