

University of the Incarnate Word
Student Government Association
Student Organization Allocation Request

Organization Name: _____ Date: _____

Contact Person: _____ Phone: _____

Agency Account #: _____

Activity Information

Activity Title: _____ Date: _____

Participants: _____

*Please answer the following questions on a separate sheet of paper. **Your answers must be typed.***

1. What goal is the organization trying to accomplish through this event?
2. Why does the organization feel that it deserves this allocation?
3. How has your organization tried to raise funds for this event?
4. How will this event benefit UIW or the community?

A. Projected Expenses (itemized)

Advertising _____

Facility _____

Equipment _____

Speaker Honorarium _____

Registration Fees _____

Travel:

 Airline Fares _____

 Mileage, Vehicle Rental _____

 Hotel _____

 Meals _____

Other _____

Total Event Cost _____

B. Projected Revenues

 Admission Charges _____

