

Project / Event & Funding Request Form

Please note instructions on page 4.

Date:

Part 1: Project/Event Information	
Project/Event Name:	Project/Event Date & Time:
Project/Event Location:	Number of Volunteers Needed: Anticipated Number of Attendees:
Project/Event Description (Please describe in detail):	Contact Name: Staff Council Committee (if applicable): Phone: Email:
Select goals that align this project/ event with Staff Council goals. Leadership Education Advocacy Diversity, Equity, and Inclusion Service	Is this a recurring (annual) event?
	Are you requesting funding for this project/event? (If yes, complete the Funding section below.)

Goals: <https://staffcouncil.unm.edu/about/pdfs/staff-council-strategic-plan-2020.pdf#page=7>

Part 2: Requesting Funding	
Total estimated cost of this project/event:	
Requested amount from the Staff Council:	
Additional funding resources:	
Approvals:	<ul style="list-style-type: none"> Requesting \$0-\$2,999 can go either to the Executive Committee or the full Staff Council for review. Requesting \$3,000+ must go to the full Staff Council after Executive Committee review. The Administrator will relay the Executive Committee's decision to the hosting committee within 48 hours.

SC Event Debrief Form

Hosting committee or councilor completes event debrief form during the monthly committee meeting immediately following the event date then sends it to the SC Administrator for Executive Committee's feedback. The completed debrief forms will be sent monthly to Staff Council.

Event Name:	
Event Point Of Contact:	
Committee:	
Event Date & Time:	
Event Location:	
No. of Volunteers Who Participated:	Estimated No. of Attendees:
What parts of the event were successful?	
What parts of the event need improvement?	
Suggestions/Recommendations	
Would you recommend doing the event again?	
Why/Why not?	
Requested Funding Amount:	Final Costs Amount:
Explain the difference if any:	
Executive Committee Feedback:	

Please email completed form to scouncil@unm.edu.

Staff Council Event & Funding Proposal Procedures

1. Committee member, Councilor, or staff completes the Project Event and Funding Request Form and sends to the Staff Council Administrator.
2. With few exceptions, Committees should submit requests at least two weeks in advance. Requests submitted on shorter notice may be denied based on logistics.
3. The Administrator will forward the completed form to the Executive Committee before the next scheduled meeting. The form will be discussed and determined at the next Executive Committee meeting. The Executive Committee meets weekly except for the week of the Staff Council Business meeting.
 - a. The Executive Committee will review the request to determine if the event aligns with the requesting committee's charge (if applicable), and that all requests follow University Business Policies and Procedures. The request will also be reviewed by the Staff Council Treasurer to ensure budget availability. The result of this review will be made recorded in the committee's minutes and reported in the monthly Executive Committee Report to the Staff Council.
4. Requests for funds, of no greater than \$3,000, may be made to the Executive Committee, who may approve such requests if action must be taken prior to the next meeting of the Staff Council. The Administrator will relay the Executive Committee's decision to the hosting committee within 48 hours.
5. If the Executive Committee denies all or part of a request, the Staff Council may choose to fund any part of the denied portion. The staff Council has the final say.
6. Requests not made to the Executive Committee shall be referred to the Staff Council for consideration at the next Business Meeting.
7. An Event Debrief Form will be submitted to Staff Council Administrator following the event.