



Cornell University
Office of the Dean of Students

Student Activities Funding Commission (SAFC)

Cornell University
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w. <http://orgsync.rso.cornell.edu/org/safc/home>

SAFC Special Project or Category Transfer Request

Student organization name _____

President _____ / _____
Print name E-mail

Treasurer _____ / _____
Print name E-mail

Advisor _____ / _____
Print name E-mail

What to include in your request

- The SAFC is more likely to fund Special Project Requests that provide detailed information, including specific names of speaker(s), and specific dates and venues.
- Break down all costs for your request by line item, and within the limits listed in the SAFC Funding Guidelines.
- Be reasonable when making your request and explain why it is necessary for the mission of your group.
- Seek additional funding for your event wherever possible and include any information on other sponsors and those amounts in your request.
- Submit your requests as soon as possible BEFORE the event; allocations are made on a first-come, first served basis.

Requests submitted by noon on Friday are reviewed the next Monday.

Purpose for request _____

List other sources of income for this event	source	income amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

For transfer of EXISTING funding, indicate

\$ Amount	FROM priority/category	TO priority/category
_____	_____	_____
_____	_____	_____

For NEW requests not in the budget, indicate

Title event _____
Date of event _____ Location _____
Expected audience _____ Will admission be charged? Yes [] No [] If yes, how much? _____

COMPLETE REVERSE SIDE →

Request by Line Item

	Request	Allocation
Category 1 - Admin		
Misc. Copying	_____	_____
Membership Recruitment	_____	_____
Repairs & Maintenance	_____	_____
Mailbox Rental	_____	_____
Category 2 – Local Events		
Speaker/Performer		
Honorarium/Fee	_____	_____
Travel (see Funding Guidelines for rate)	_____	_____
Lodging (see Funding Guidelines for rate)	_____	_____
Meals (\$5/\$10/\$15)	_____	_____
Program		
Rental Equipment	_____	_____
Services	_____	_____
Room Rental	_____	_____
Materials	_____	_____
Publicity		
Posters/Flyers (limit \$20/event)	_____	_____
Films	_____	_____
Category 3 – Durable Goods		
Books/Periodicals/Magazines	_____	_____
Equipment Purchases	_____	_____
Category 4 - Travel		
Conference/Tournament Fee	_____	_____
Membership Fee	_____	_____
Members Travel (see Funding Guidelines for rate)	_____	_____
Members Lodging (see Funding Guidelines for rate)	_____	_____
Category 5 - Publication		
Printing	_____	_____
TOTAL	\$ _____	\$ _____

I certify that the above information is correct.

**Signatures
(original
only, not
digital)**

_____	Date _____
President	
_____	Date _____
Treasurer	
_____	Date _____
Advisor	