

## GAPSA: Collaborative Event Fund Request Form

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The Collaborative Event Fund's purpose is to subsidize programming events between multiple schools; its purpose is not to serve as a primary funding method for a given event.

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Program Name:

Organizations Involved:

Description of Program:

Time, Date, Place of Program:

Program Breakdown: Please detail the breakdown of planned spending for the program. Include detailed price estimations for all spending, contributions from schools involved, as well as what GAPSA funding would go to. (Use back if necessary.)

Total Budget:

Estimated Number of Attendees:

Attendee to Total Dollar Ratio:

Contact Information: Please include primary and secondary contacts for each organization involved in the request: title, email and phone number.

Please send this proposal directly to the GAPSA VP of Finance or to the GAPSA Executive Council ([gapsa@tulane.edu](mailto:gapsa@tulane.edu)). Once received, the funding request will have a formal hearing with the GAPSA Finance Committee. This hearing will be held during the monthly Finance Committee meeting typically held a week prior to the formal GAPSA body meeting. In order to have your request considered, attendance at the formal hearing for your request is mandatory. The GAPSA treasurer will contact the primary contacts for the program with details about this hearing. Once heard, the request will be voted on for either a recommendation or non-recommendation for presentation to the GAPSA body. At the GAPSA General Meeting, the body will vote to approve or deny the request. The finance committee reserves the right to recommend alternative funding totals to the GAPSA body. Please contact the GAPSA VP of Finance with any questions or concerns.