Boalt Hall Student Association (BHSA)
FUNDING APPLICATION
2016-2017 Academic Year

All student organizations and journals applying to BHSA for funding must answer ALL of the following questions as accurately and with as much detail as possible. All answers should be attached or clearly written in the space provided. BHSA will use this application and the attached materials to make funding decisions.

Email the completed application no later than
Friday, September 2nd by 12:00 pm to BHSA Treasurer.

ALL APPLICATIONS MUST BE SUBMITTED BY THE DEADLINE. Exceptions will be made only in “extenuating circumstances.” According to the BHSA By-Laws, failure of a student organization to pick up funding application [or] designate a delegate to complete and submit such application” does not “constitute ‘extenuating circumstances’.”

Please address all inquiries to BHSA Treasurer

I. Group Information

1. Name of Group/Organization ____________________________________________

2. Organization email address ____________________________________________

3. Name, title, and email of the organization’s president(s)/chair(s), treasurer and main event planner of the organization.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
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4. Statement of Purpose: Please attach to your email or physical application your organization’s statement of purpose or mission statement, if you have one. If your group does not have a formal statement of purpose, please explain who you are and what you do.
5. Do you agree to share your contact information with the following:

- [ ] Other departments within the law school
- [ ] Other student groups
- [ ] Outside groups
- [ ] Admits

6. If you checked yes for any of the above, which email address would you like us to share?

____________________

II. Role at Boalt and the Community

6. Attach to your email or physical application one to three brief paragraphs describing your programs and/or activities.

7. Approximate number of Boalt student members: __________

8. Approximate number of Boalt student members last year: __________

III. Information from Prior Year

9. Attach a list of the activities the organization sponsored last year. Please note which activities were for members only and which were open to the law school community. (*It may be helpful to search last year’s Berkeley Law events calendar to see what events you held last year.*)

10. Average number of people attending your activities:

   a. Members-only events (i.e. general meetings, team dinners, etc): __________
   b. Events open to law school community (i.e. guest speaker lunches, symposiums, film screenings, social events, etc.): __________

IV. Projected Budget


   a. The budget will vary depending on the size and scope of the organization. All organizations should be as detailed and specific as possible. The larger the budget, the more detailed the description should be. Possible examples of activities that should be included are programs/symposiums, journals, receptions, law student and alumni outreach, recruitment, presentations/orientations, transportation costs, copying costs, office supplies, general meetings, and social gatherings/banquets.

   b. For example:
<table>
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<tr>
<th>Activity/ Item / Event / etc. and frequency</th>
<th>Estimated Cost (by item and overall cost)</th>
<th>Expected number of attendees</th>
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</table>
| General Meetings (6 meetings per year)    | 1. Pizza - $100  
2. Drinks - $10  
3. Plates, Napkins, Utensils - $15  
4. Copying costs for handouts - $3.00  
Overall Cost: $128 per meeting | 20 |
| Tabling for Admit Day (once a year)       | 1. Candy - $7.00  
2. T-Shirts - $100  
3. Table banner - $40  
Overall Cost: $147 | Open to all members and admitted students |

12. Does the organization have money left over from last year’s total budget (outside of BHSA funds, which do not roll over)? ________________

If yes, what is the amount and is it already allocated? ________________

13. How much money are you requesting this year? ________________

(Amount requested should be capped at either $200 more than prior year or 20% more than prior year, whichever is greater. We do not guarantee that you will receive more funds than last year.)

14. If your funding request is markedly different from last year, please detail why.

15. Dues (if any)
   Number of dues-paying members: __________

   Membership Dues: $ ________/ year

16. Does your organization have any other sources of income besides BHSA funds? If so, how much from each source? Examples include: fundraisers, subscriptions, corporate sponsorship, Graduate Assembly, etc.

V. Certification

I hereby certify that the facts set forth in the following application are true and complete to the best of my knowledge. I understand that falsified statements on this application shall be considered sufficient cause to deny my student organization’s BHSA funding application.

_________________________________________  September ___, 2016

Name:
Title: