



**EAST TENNESSEE STATE UNIVERSITY**  
**STUDENT GOVERNMENT ASSOCIATION**  
**OFF CAMPUS BUC FUND APPLICATION**

Organization: \_\_\_\_\_ Advisor: \_\_\_\_\_  
Event Coordinator: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Must be a Student)

**EVENT INFORMATION**

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

How many students will be attending? \_\_\_\_\_ Location: \_\_\_\_\_

Describe your event: \_\_\_\_\_

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How many students do you expect this event to affect? \_\_\_\_\_

Describe how this event will impact these students: \_\_\_\_\_

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How does attendance at this event affect the University as a whole? \_\_\_\_\_

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**EVENT FUNDING INFORMATION**

Total Cost of Event: \_\_\_\_\_

Total Amount Provided from the Organization (if any): - \_\_\_\_\_

Total Amount Provided from a University Department (if any): - \_\_\_\_\_

- Department Name: \_\_\_\_\_

Total Amount Acquired from Fundraising for Event (if any): - \_\_\_\_\_

**Total Amount Requested from BUC Fund:** \_\_\_\_\_

## **BUDGET (Required)**

### **Registration**

Amount of Individual Registration Fees: \_\_\_\_\_

Number of Students Attending: \_\_\_\_\_

**REGISTRATION SUBTOTAL:** \_\_\_\_\_

### **Lodging**

Number of Students per Room: \_\_\_\_\_

*(Must have 4 students to a room if of the same sex)*

Price of One Room for One Night: \_\_\_\_\_

Total Number of Rooms needed: \_\_\_\_\_

**LODGING SUBTOTAL:** \_\_\_\_\_

### **Travel**

Method of Travel: \_\_\_\_\_

Number of Miles Traveled: \_\_\_\_\_

Price per Mile: \_\_\_\_\_

*(The State of Tennessee mileage information is as follows: personal car = \$0.46/mile;  
university car/small van = \$0.38/mile; university large van = \$0.50/mile)*

Price of Airfare (if applicable): \_\_\_\_\_

**TRAVEL SUBTOTAL:** \_\_\_\_\_

### **Other**

Parking Fee: \_\_\_\_\_

Taxi Fee: \_\_\_\_\_

\_\_\_\_\_: \_\_\_\_\_

\_\_\_\_\_: \_\_\_\_\_

\_\_\_\_\_: \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_

**\*\*REMINDER:** All advertisements must have the SGA Logo, the University's Equal Access Clause, and the ETSU SGA Disclaimer on them in some fashion. These items are listed in the Terms and Conditions at the end of this document.\*\*

## ***LIST OF STUDENTS ATTENDING***

NAME	STUDENT NUMBER	STUDENT BOX NUMBER
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- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_
- 11) \_\_\_\_\_
- 12) \_\_\_\_\_
- 13) \_\_\_\_\_
- 14) \_\_\_\_\_
- 15) \_\_\_\_\_

\*\*\*\*Student Organization Resource Center Use Only\*\*\*\*

### **Current Registered Student Organization Verification Statement**

I hereby certify that the above organization(s) is (are) a duly registered student organization and in good standing at East Tennessee State University and are therefore eligible to request BUC Funding from the Student Government Association of East Tennessee State University.

\_\_\_\_\_  
Student Organization Resource Center

\_\_\_\_\_  
Date



**EAST TENNESSEE STATE UNIVERSITY**  
**STUDENT GOVERNMENT ASSOCIATION**

**BUC FUND TERMS AND CONDITIONS**

**We Understand and Affirm that:**

1. Any funds allocated will be used solely for the purpose stated.
2. Under no circumstance can a request be processed retroactively.
3. All applicants must have a representative from the organization requesting funding at all B.U.C. Fund Committee meetings and the Senate Meeting.
4. Nothing is finalized until the Senate votes on the funding application. Then the SGA President will decide to sign the Funding application and approve or veto. By law he has the authority to veto the application. The SGA Advisor also has the right to approve all funding applications.
5. This organization will be responsible for filling out all proper paperwork before and after the trip or event. Off campus trip or event must make an appointment with Theresa Marlow in the Student Affairs Office (439.5377) to complete paperwork. Failure to complete paperwork could result in no funding.
6. Requests for an honorarium or other contracted program and/or entertainment must be approved by the Senate at least fifteen working days before the event. You must contact the Director of Student Activities, in the Student Organization Resource Center (439.6827) within two working days of the Senate's approval, to complete a contract.
7. Any excess funds will be reimbursed to the SGA B.U.C. fund account. This includes revenue generated by the funded event, up to the amount allocated by the B.U.C. fund.
8. Requests for travel or purchases on/off campus must be submitted to the SGA office at least four weeks before the scheduled event.
9. Applicants must attach a sample of all advertising to be distributed for the B.U.C. funded event. All advertisements must have the SGA logo AND the phrase "Funds provided by SGA/B.U.C. Fund." The SGA Logo should be download from the SGA Website at <http://www.etsu.edu/sga/logos.htm>
10. In addition to the above advertising requirements, all advertisements must have the University Equal Opportunity access clause as well as the Student Government's Disclaimer clause. Events who advertise without these required statements will be disqualified from receiving any funds from the SGA in the future.
  - a. **University Equal Access Clause is as follows:**  
*"East Tennessee State University is a Tennessee Board of Regents Institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status, or sexual orientation."*
  - b. **The ETSU Student Government Association disclaimer states:**  
*"This event has been financially sponsored, either in it's entirely, or partially by the ETSU Student Government Association (SGA) and its B.U.C. (Better University Community) Fund."*

*The views contained herein at this event or program do not represent the views of the ETSU Student Government Association, the SGA President or other members, the University, or the Tennessee Board of Regents. The ETSU SGA is fully in accord with the belief that all events and programs should be afforded the same opportunities that all US Citizens receive from the First Amendment of the United States Constitution."*

11. Registered organizations which receive their annual operating budgets from the Student Activities Allocations Committee may only apply for special project funding, for unforeseen campus opportunities once per academic year.
12. The SGA B.U.C. Fund committee has the right to review this organizations financial standing.
13. If on follow up after your event future funding will be jeopardized if B.U.C. fund policies were not followed.
14. The undersigned have read and understand the Student Government Allocations Policies and Procedures governing the allocation of funds available in the SGA constitution Title Five. Everything stated on the form is true.
15. The SGA Seed Money program may be dismantled at any time the executive branch deems appropriate.

We the undersigned, hereby authorize any official or office related to the funding process to review our organizations financial records. We also agree to use allocated funds only for expenses approved by the proper officials.

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President

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Treasurer

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Faculty Advisor

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Project Director