



STUDENT ACTIVITY FEE REQUIRED DOCUMENTATION

For Student Organization Allocations/ Diversity, Equity, and Inclusion Programming Funding:

1. Organization Focused Events

- Proof of approved event registration in ForUM
- List of all students that will be attending with name, email address, and student ID number
- Any promotional materials for the event
- Proof of price of requested items

2. Organization Open Events

- Proof of approved event registration in ForUM
- Any promotional materials for the event with SAF logo
- Proof of price of requested items
- List of all students that will be attending with name, email address, and student ID number AFTER EVENT

3. Operational Expenses

- List of all students using items with name, email address, and student ID number
- Proof of price of requested items

4. Professional Development

- Proof of approved event registration in ForUM
- List of all students that will be attending with name, email address, and student ID number
- Proof of conference or event
- Breakdown of conference or event activities
- Proof of price of requested items

5. Speaker Fees

- Proof of approved event registration in ForUM
- List of all students that will be attending with name, email address, and student ID number before or after
- Any promotional materials for the event
- Proof of price of requested items

6. Promotional Materials

- List of all students that will be receiving items with name, email address, and student ID number
- Item proof
- Proof of price of requested items

For Large Scale Programming:

- Rough price quotes
- All final documentation will be requested for after organizations are selected to receive funding!