



ASCIT Event Funding disbursements are continuous throughout the school year. However, please note that there is a limited amount of funding and not all proposals will be funded.

Please submit your proposal to treas@donut.caltech.edu at least 2 weeks before the scheduled event.

Club/Organization:

Event:

Date of Event:

Amount Requested:

Contact Name:

Contact Email:

Event Description:

Please address all the following points:

1. Motivation for event
2. Description of event
3. Target audience and expected attendance (UG/G breakdown)

Event Description Continued:

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Budget Breakdown

Please include:

1. A complete budget [Line item]
2. Last year's budget [if recurring event]
3. Other funding sources

1. Complete Budget

Item	Cost	Item	Cost
		Total Cost:	

Budget Description Continued:

2. Last year's budget

Item	Cost	Item	Cost
Total Cost:			

3. Other funding sources

Source	Amount
Total Amount:	

Additional Information

Please include how you plan to advertise your event and any other additional information you think we should know.

After submitting the form, you'll be contacted to attend a weekly BoD meeting, where we can ask you any last minute questions. Thanks!