

## COVER LETTER

### SPECIAL ALLOCATION REQUEST

NOVEMBER 13, 2018

#### UNIVERSITY OF MONTANA PACIFIC ISLANDERS CLUB

Our Special Allocation requests consist of one line item, code 625xx for a deposit in regards to our Rental of Missoula Children's Theatre.

The \$ 100.00 deposit was paid in advance so that our club could secure the venue space for Friday, April 12th, 2019. This cultural event will be an annual fundraiser for the University of Montana Pacific Islanders Club. Although we would love to have this event on campus, we didn't want to put ourselves in a financial burden during the first year. The total cost to reserve the MCT venue for the day is \$ 900.00 but we got a \$ 100.00 discount for being a non-profit through the University. This cost does include usage of the theatre, entire lobby area, kitchen for serving food, balcony area for overflow, some lighting, sound, and projector usage for slideshow video. It also is much cheaper than any of the venues that we've inquired about including the UC Ballroom.

We are still working out the details in regard to ticket cost, however, each general admission ticket will receive an authentic Hawaiian style buffet prior to our live performances from UMPIC members and many individuals from the campus community.

Thank you again for all your support.



# Special Allocation Request Form

Group Name: University of Montana Pacific Islanders Club

Person(s) Preparing the Request: Ka'aumoana Ahina, Kamilla Tanaka, Jolyn Tausa

Contact Phone Number: (406) 243-2636 E-mail: uofmpic@mso.umt.edu

ASUM Index Code: MST 515

Event Description: Venue Rental for 1st Annual UMPIC Cultural Lū'au

Event Date: April 12, 2019 Event Location: Missoula Children's Theatre

Please attach a cover letter explaining the details and purpose of the event, how it will benefit your group and/or the university, who can attend the event, any additional costs/revenues associated with the event, and any other information that may help ASUM when considering your request.

Code	Description	Amount Requested	Board Approved	Senate Approved
625xx	Deposit to reserve and hold Missoula Children's Theatre for our annual cultural fundraiser to benefit UMPIC; 1st Annual Lū'au;	\$ 100.00	\$	\$
			\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

Code Explanations: 621-Contracted Services (guest speaker, dj's, security, etc.); 622-Supplies and Materials (training supplies, printing, books, etc.); 623-Communications (postage, advertising, phone charges, etc.); 625-Rentals (equipment, films, meeting rooms, etc.); 628-Other (dues, subscriptions, entertainment such as food/beverage, etc.

Other Sources of Funding: \_\_\_\_\_

Total Amount Being Requested: \$ 100.00 Total Cost of the Event(s): \$ 800.00

Group Member Signature: Ka'aumoana Ahina Date: November 13, 2018

For ASUM Use:

Board on Budget And Finance:

Total Amount Approved: 100.00 Date: 12/2/18

X: Alexandria K Schaper Print Name: ALEXANDRIA SCHAPER

ASUM Senate:

Total Amount Approved: \_\_\_\_\_ Date: \_\_\_\_\_

X: \_\_\_\_\_ Print Name: \_\_\_\_\_