

Q1.

ABOUT ASUM Special Allocation Requests

The Special Allocation fund is an account set aside each year for student groups to apply for funding that can be used to help host major events or meetings on campus or in the Missoula area.

Special Allocation funds can be requested at any point during the year by filling out a request form and submitting it to the ASUM Business Manager. Requests should include a cover letter that outlines the purpose of the event, the details of the event, and how the event benefits your group and/or the University.

Special Allocations are not deposited into group accounts. Rather, Special Allocation expenses are paid from the ASUM Administration Special Allocation account - please see Gwen Coon, ASUM Office Manager, for assistance once you've received your allocation.

Q2.

Things to keep in mind:

1. Your group must be recognized by ASUM
2. Funds must be spent in the same semester in which they are requested
3. All details of the event must be finalized before requesting funding
4. It is always a good idea to explore additional sources of funding

Examples of Special Allocation Requests:

- Group Banquets
- Competition
- Conference
- Film Series
- Guest Speaker

Q17. To submit a Special Allocation Request, please complete the following form. This form doesn't need to be completed all at once; if you use the same browser and device your form will automatically save and reopen where you left off. When you submit your Special Allocation Request, you will have the option to review your responses and download a PDF version. Please do so!

The ASUM Business Manager will reach out regarding any questions prior to your request being reviewed by the Board on Budget and Finance.

For any questions regarding Special Allocations, please email ASUM Business Manager, Ethan Hanley at asum.businessmgr@mso.umt.edu.

Q3. Group Name:

Q4. Person Preparing Request:

Q5. Contact Number:

Q6. Email:

Q7. ASUM Index (MST Number):

Q8. Event Description:

Note: This description should give a general idea of what the event entails (Ex. a film festival on medieval European culture). Details of your event should be given in your Cover Letter.

The UM Living Art Festival will provide a safe platform for tons of performers and presenters to engage with the public, bringing our community closer together in this difficult time of distance and isolation. A unique opportunity to experience highly diverse forms of performance art and (to our knowledge) the first Living Statue or "busking festival" arts event in Montana! (Specifically, we are expecting ~300 attendees, 20 staff, ~90 performers, and have worked hard to design this for actual and effective COVID safety, which requires a highly "cultivated" and regulated spatial set-up of the performances spaces and the event space overall).

Q10. Event Date:

Q11. Event Location:

Q9.

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

Q19. Event Funding:

Please give **amounts** and **descriptions** of what you are requesting money for in the appropriate funding categories below.

If the category is not applicable to your event, type "N/A".

Q20.

621—Contracted Services: guest speakers, DJs, a security team, judges, etc.

UM Catering for light refreshments (free to attendees): \$300 We are actively assembling a volunteer COVID safety team for this event. However, if funds are available, we would like to request \$100 to provide \$5 gift cards to our 20 volunteers as a thank-you.

Q21.

622—Supplies and Materials: training supplies, printing, books, decorations, etc.

COVID Safety sanitization materials (Clorox spray, Lysol cans, microfiber towels, hand sanitizer stations): \$200 Biodegradable flagging tape to use for our event space set-up across the entire oval (yes it is a LOT of tape, this is still a conservative estimate): \$300 Wooden skewers/stakes for event space set-up: \$90 Event Masks: heat-transfer vinyl- \$50 (if anyone knows an exact material to use with the machine in the ASUM room, that'd be awesome!), fabric- \$125

Q22.

623—Communications: advertising, postage, etc.

Event posters for advertising: \$30 Event map/playbills (important for attendees to have info and a guide for any event like this, but especially to ensure COVID safety in reducing crowding of entry points or event staff for info): \$100 Sign printing at pawprint for each act (performance/presentation) to display for attendees as part of event space set-up: \$300

Q23.

625—Rentals: equipment, films, meeting rooms, etc.

Q24. 628—Other: any item(s) not fitting into a category listed above.

Q14. Total Amount Being Requested:

Note: "Total Amount Being Requested" is the amount of all of the categories added together.

\$1595

Q25. Total Cost of the Event:

Note: "Total Cost of the Event" is what it will cost you to host the event.

~\$5000 or more realistically

Q13. Other Sources of Funding:

Note: Include all methods you are using to fund your event (organization members, sponsorships, UM Department funding, etc).

Research and Creative Scholarship Fund UM Circus Club 2021 budget allocation + unallocated funds Facilities and Event Services being SUPER kind and donating a lot of materials/labor Roughly 1300+ hours of volunteer labor + a lot of dedication thus far. Likely to be doubled by the time the event occurs on April 11th.

Q18. All organizations hosting events this year are required to complete the [COVID-19 Risk Mitigation Plan](#) through Montana Event and Conference Services PRIOR to receiving funding for their event.

- I have completed the CoVid Risk Mitigation Plan with UM Event Services.

Q18. Person submitting the Special Allocation Request:



Q16. Please take a moment to review your responses. Clicking the next button will submit your Special Allocation request.

Location Data

Location: [\(46.852203369141, -114.02140045166\)](#)

Source: GeoIP Estimation

A map of the Pacific Northwest region of the United States. A yellow diamond-shaped location pin is placed over the city of Missoula, Idaho. The map shows major roads in red and blue, and geographical features like green forests and blue water bodies. The city of Spokane is labeled to the northwest, and the state of Idaho is labeled in the bottom left corner.