

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](mailto:asum.businessmgr@mso.umt.edu).

Q3. Group Name:

University of Montana Pacific Islanders Club

Q4. Person Preparing Request:

Alexios Smith, Kennedy-Anne Marx, Isaac La'a

Q5. Contact Number:

(406) 243-2636

Q6. Email:

uofmpic@mso.umt.edu

Q7. ASUM Index (MST Number):

MST 515

**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 University of Montana Pacific Islanders Club will be hosting an "Aloha Week Festival" which is a week-long event that will be open to students and campus community members.

Q10. Event Date:

April 5-11, 2021

Q11. Event Location:

University Center Ballroom and Branch Center

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.

**Q21.**

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

**Q22.**

**623—Communications:** advertising, postage, etc.

**Q23.**

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

Conference and Events Services Reservation # 111948 \$1410.00 CES forgot to add a few things on our reservation which is why I rounded the requested amount to \$1500.

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.

\$1500.00

**Q25. Total Cost of the Event:**

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

\$5200

**Q13. Other Sources of Funding:**

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

\$1500 - Health Careers Opportunity Program \$500 - Vice Provost of Student Success \$500 - Diversity Advisory Council \$500 - Montana Two-Spirit Society

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:

UMPIC



clear

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:** GeolIP Estimation

