

**Elon University Fun Fund Manual**

**2008-2009**

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And

2008-2009 Fun Fund Committee

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### Explanation

The Fun Fund is a program designated for students to apply for money to host an event on Elon's campus. The funds can be used by any person or organization to host events for the entire student body. The goal is to enrich the lives of all students and to provide more opportunities to those with a unique idea.

The Student Government Association at Elon University has endowed the program in the amount of \$150,000. The interest earned from this investment will fund the program for approximately \$7,500 per year. Over time, the investment will grow so more events can be held.

In order to receive funding, an application must be submitted to the Fun Fund committee. The committee will be comprised of 2 faculty advisors, and 7 student members from various groups. The committee should be filled at the beginning of each semester and members can be replaced as needed based on their organizations preference.

The breakdown of committee members will be as follows.

- 1) SGA Treasurer (Chair, votes only in ties)
- 2) Student Union Board
- 3) Resident Student Association/Residence Life
- 4) SGA Academic Council
- 5) SGA At Large Council
- 6) Multicultural
- 7) Appointed by SGA Treasurer
- 8) Faculty Advisor
- 9) Faculty Advisor

## Policies

- 1) **Each of the events will be advertised as a “Fun Fund Sponsored Event”.** All event publicity should include mention of funding through the Fun Fund and make it known that all students are allowed.
- 2) **All events must be held on the Elon University Campus, exceptions to this rule could be considered if no campus location meets the physical requirements for the event.** All event organizers should first attempt to find a space suitable for their event which is located on the Elon campus. If no space that meets the event need is available, other spaces can be considered. Example: Elon University does not have a bowling alley, so if an event was centered on bowling it would be acceptable to be held at a local bowling alley. All events are still subject to university policies and procedures and review of the Fun Fund Committee
- 3) **All events must be open to all students and advertised as such.** Although organizations can sponsor events, all events must be open to all students.
- 4) **“Fun Fund” events should cater to a variety of student groups and interests.** When applying for grants keep in mind that the money comes from all students and the programs should be designed accordingly. The committee will show due diligence in making sure that events are diverse in nature, but your help in doing this is appreciated.
- 5) **Applications for funds must be submitted by the first Wednesday of the month. The committee will meet on the Thursday after applications are submitted to approve excellent events.** By completing your application on time you will have enough time to plan and properly execute your event. The earlier the better when turning in applications. Especially for applications requesting larger grants it is important to plan ahead and show the committee that your level of planning is equal to support the committee is showing in your event through a grant.
- 6) **Events using the “Fun Fund” are subject to the university alcohol policy.** This does not mean that alcohol is not allowed at events. However, as always university funds cannot be used to purchase alcohol. Example: An event hosted at lighthouse could use a grant to pay a band to perform or for security, set-up or equipment.
- 7) **All funded events must return the event feedback form within one week of event completion.** Event feedback forms are included in this packet and should be returned to Moseley 221A within one week.

**Application**

Name (Org name if applicable) \_\_\_\_\_ Student I.D. \_\_\_\_\_

Amount of Funds Requested \_\_\_\_\_

Explanation of Event

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has you/your organization sponsored a Fun Fund Event this year? Yes \_\_\_ No \_\_\_

Expected Date of Event \_\_\_\_\_ Expected Location of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

**Itemized Budget**

Entertainment (be as specific as possible)

a) \_\_\_\_\_ \$ \_\_\_\_\_

b) \_\_\_\_\_ \$ \_\_\_\_\_

c) \_\_\_\_\_ \$ \_\_\_\_\_

Food (be as specific as possible)

a) \_\_\_\_\_ \$ \_\_\_\_\_

b) \_\_\_\_\_ \$ \_\_\_\_\_

c) \_\_\_\_\_ \$ \_\_\_\_\_

Other materials (as specific as possible)

a) \_\_\_\_\_ \$ \_\_\_\_\_

b) \_\_\_\_\_ \$ \_\_\_\_\_

c) \_\_\_\_\_ \$ \_\_\_\_\_

Was Aramark contacted with specific prices? (If needed) \_\_\_\_\_

Have you spoken with other organizations about sponsoring this event? \_\_\_\_\_

Would you be willing to come speak on behalf of your event? \_\_\_\_\_

Contact Person Information

Email \_\_\_\_\_ Phone \_\_\_\_\_

## How to put on an event

### 8 Easy Steps to Party/Event Registration

1. Begin planning your event. Pick up a Fun Fund Registration Form in Moseley 221, the Student Government Association Office.
2. Wait to hear from Fun Fund Committee Chairman and attend the next Fun Fund Meeting to present your idea.
3. Upon acceptance, pick up an event request form at the Moseley Front Desk or download the form directly from the web: [Campus Event Proposal and Registration Form](#)
4. Submit completed form to the Moseley Front Desk.
5. Student Activities will confirm that your event has been approved and the appropriate space scheduler will also reserve a copy of the approved event request form.
6. If the space is available upon receipt of the approved request form the scheduler will reserve the location and send you a confirmation email. **Event publicity will not be approved until the registration process is complete.**
7. If necessary, contact Campus Security, ext. 5555, about hiring off-duty police officer(s). Request must be submitted at least five business days in advance.

### Risk Management Guidelines

#### Basic Event Information

- All events have some element of risk. Event planners must work diligently to identify potential risks and minimize those risks. Be sure to adhere to all [University Policies](#).
- Thorough planning and following established risk management guidelines are the most effective means to reduce risk of harm or litigation.
- All student organizations and university programs are required to send one representative to attend one event training each semester. The president and/or social chair are recommended.
- Event proposals are due at least one week prior to the event. Late proposals will not be accepted. All weekend event proposals are due (complete with all signatures) by 5 p.m. on the preceding Friday.

#### Event Times

- Events scheduled Sunday - Thursday must be concluded by 11 p.m. (Exception: university-wide events in The Zone)
- Events for Friday and Saturday must conclude by 2 a.m.
- Guests should clear the premises within 30 minutes of ending time.

- Cleanup must begin immediately following an event and must be completed within 2 hours of the event.

### **Publicity**

- All publicity about events must follow the Elon University Posting Policy found on the [Student Handbook Web site](#).
- Groups may advertise approved events free in The Pendulum by submitting information to Elon at a Glance. (Deadline for submission is 5 p.m. on the preceding Friday.)
- Groups may also post the event information on Elon TV by calling extension 5080.
- Groups may also want to advertise events E-Net! by following posting prompts.

### **Cleanup**

\*\*Immediately following the event:

- All trash/recyclable items must be picked up and sorted into proper receptacles. This includes trash around the outside of the house in the Loy Center. Trash should be closed in bags or trash containers.
- All cigarette butts must be picked up.
- Floors must be swept.
- Any spilled liquids must be mopped up.
- All leftover food/beverages must be placed in proper containers and stored.
- All cleanup procedures must be completed within two hours of the ending time of the event.

### **Use of University Name and Phoenix Logo**

- The Office of University Relations must approve the use of the university name for any event.
- The use of the Phoenix logo must be approved by Trip Durham in the Office of Athletics.
- The use of the Elon University logo must be approved by Dean Patterson in Student Development, Moseley 206.

### **Fundraising**

- The University does not allow any form of raffle or chance drawing. This includes on- or off-campus events.
- Any solicitation of off-campus businesses or individuals must be approved by Institutional Advancement before you contact the business.
- Alcohol is prohibited at fundraising events.
- Groups who do not follow Risk Management plans, violate party/event regulations or fail to follow cleanup procedures will be referred to the university judicial system for adjudication. Party/event privileges will be suspended pending the outcome of the judicial process.

**Feedback Form**

Event \_\_\_\_\_

Estimated number of people in attendance \_\_\_\_\_

What aspects of the event were successful?

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What was unexpected about your event?

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What would you do differently about this event in the future?

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How could this process be made easier/more efficient/ better?

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Please return all Feedback Forms to the SGA Office, Moseley 221A

**Notes**