

DormCon Funding Guidelines

A. Event Categories

There are four categories of events that DormCon funds.

1. Events that are sponsored by one dorm and open and advertised to everyone.
Examples: DTYD, FredFest, Piano Drop
2. Events that are sponsored by multiple dorms and open and advertised to everyone.
Examples: Spring Picnic, Fall Carnival
3. Events that are sponsored by multiple dorms and are open to everyone, but are not advertised to everyone.
Example: A multi-dorm formal
4. Events that are sponsored by an individual dorm resident and are open and advertised to everyone.
Example: Burns Supper

B. Specifications

Events that are to be funded by DormCon must follow certain guidelines.

1. No student group (non-dorm) events are eligible for DormCon funding. Individual dorm residents may request DormCon funding for events that do not fall under the jurisdiction of any student group (category 4 events).
2. All DormCon-funded events must be open to all undergraduate dorm residents.
3. Events will not be given funding exceeding 50% of the budget for said event.
4. Event leaders are expected to handle EHS and risk management issues for their event.
5. DormCon will not fund line-items for giveaways (besides event food) or alcohol.
6. DormCon must be listed as a funding source in all advertisements and publicity materials for the event.

C. Application Deadlines

Applications for event funding must be received by the DormCon treasurer no later than **forty-eight hours** before the DormCon meeting at which that event is to be discussed.

RFPs for reimbursement must be submitted no later than 30 days after the event, after which the funding allocation becomes void. Funding is reimbursement-based, not automatic transfer.

D. Event Funding Application Form

1. Which category does your event fall under? (1, 2, 3, or 4)
2. What is your event and how does it involve dorm culture? (100 words minimum)
3. Sponsors (i.e. the dorms involved)
4. Location
5. Date and time
6. Number of people the event can accommodate (at one time and total)
7. Expected attendance (at one time and total)
8. Comprehensive budget of entire event that follows the following guidelines:
 - a. Itemized (as much as is reasonable)
 - b. Expected alternative/extra funding sources
 - c. Expected cover charge/tickets, if applicable
 - d. Indicate which items that will be covered by DormCon funding
9. Do you expect this to be a repeating event?