Event Name: MIT Battle of the Bands
Main Sponsoring Group: Battle of the Bands

Operating Agreement for an LEF/ARCADE-Funded Event
Funding Period: Mar-Jun 2008

Event Date: 4/12/2008
Funding source: LEF
LEF/ARCADE Board liaison: Shan Wu (asa-treasurer@mit.edu)

Approved Funding Allocation: $500
Main Account Number: 2720478

Terms of Allocations:

1. The event will be organized as described in the original LEF/ARCADE grant application submitted by the organizing groups. Should the event change in any way (date/time, location, audience, etc), the sponsors are required to notify the Board Liaison and/or ASA Treasurer for approval.
2. All publicity materials for the event need to clearly state LEF/ARCADE sponsorship. These include, but are not limited to, email announcements, flyers, posters, calendar listings, promotional videos, brochures, etc.
3. Events must be listed in the MIT Events Calendar (events.mit.edu) at least two weeks prior.
4. Sponsoring groups must meet all funding stipulations, as determined by the Board, before funds will be transferred. Stipulations, if any, are listed at the end of this agreement.
5. Should the event require tickets for attendance, the LEF/ARCADE Board reserves the right to ask for up to two (2) tickets free of charge so that the Board may send representatives to review the event.
6. Within thirty (30) days of the event taking place, the sponsoring groups must submit a report on the event to the ASA Treasurer. At the minimum, the report must include a brief event summary, attendance numbers, a final budget, and actual spendings with LEF/ARCADE-funded line items clearly marked.

Please do not hesitate to contact your event’s Board liaison and/or the ASA Treasurer should you have any questions regarding this allocation or its terms. **Failure to meet the above terms could result in revocation of allocated funds**, in which case the Board reserves the right to work with the Student Activities Office (SAO) to 1) retrieve allocated funds if the event doesn’t happen or if a significant portion of allocated funds is not used, and 2) get an accounting of transactions if the group does not provide them within 30 days of the event.

Notes, funding rationale, and/or stipulations for sponsoring groups:
Notes: Battle of the Bands is not a recognized student group. In the future, please apply with the fraternity as the sponsoring group.

____________________________________  ______________________________________
Signature of proxy for the Organizers     Signature of Liaison or authorized proxy     Shan Wu (asa-treasurer@mit.edu)

Chair of the LEF/ARCADE Funding Boards
Association of Student Activities, Treasurer

____________________________________
Name (please print)

e-mail address