ALLOCATION REQUEST FORM
GUIDELINES FOR ALLOCATION REQUEST

1. Clubs must provide a financial contribution plan (ex: dues, fundraising, sponsorships, etc.) in order to receive any allocation from the Department of Recreational Services.

2. Clubs may be required present their allocation request to an allocation committee. If required, any club that does not attend this meeting may not receive funding.

3. The allocation request form and the sport club registration form must be handed into the Sport Clubs Office by the deadline established in the first meeting of the fall semester.

4. The Club Sports Director reserves the right to withdraw any allocation awarded.

5. Allocation committee may recommend an allocation for each club that places a request. The Club Sports Director will make the final allocation decision.

6. Allocations will be given in the following priority:
   Competitive (Traditional)
   Competitive (Modern)
   Competitive (Recreational)
   Special Interest (Recreational)
   Fitness & Martial Arts Clubs

7. Clubs are ineligible for an allocation if any of the following are true:
   A. Any required paperwork from the previous year was not completed and submitted.
   B. Deficit spending
   C. Interest Groups
   D. Clubs on suspension or probation

8. Allocations requests may not exceed 33% of the clubs operating budget for the entire year, allocations are limited to a maximum of $1000 unless special circumstances apply.

9. Allocation decisions will be based on the proposal, past allocations, past participation, amount of warnings and fines from previous year, and positive public relations by the club.
CLUB SPORTS ALLOCATION REQUEST FORM

ACADEMIC YEAR: ______________

NAME OF CLUB:______________________________________________________________

CLUB MANAGER:________________

PHONE NUMBER:_______________________  E-MAIL:_____________________________

1. Total number of club members returning from last year (estimated): __________________

2. Total number of registered club members this year (actual): __________________

3. Percentage of club membership that is Kent State University students: ______________

4. Percentage of club membership that is Kent State University faculty/staff: ______________

5. Percentage of club membership that are spouses of one of the above: __________________

6. Total # of away events last year: ______  Number of away events this year: ______

7. Total # of home events last year: ______  Number of home events this year: ______

8. What is the classification of the club (as provided by the Sport Club Manual description):
   - Competitive (Traditional) _____
   - Competitive (Modern) _____
   - Competitive (Recreational) _____
   - Special Interest (Recreational) _____
   - Fitness & Martial Arts _____

10. Amount of Allocation Requested: $____________

Comments ________________________________________________________________

___________________________________________________________________________

REVENUE: Expected revenue to be generated this year

Expected DUES per member:                $__________

Total DUES for all members:              $__________

Fundraisers: ___________________________ $__________
Fundraisers: ___________________________ $__________
Fundraisers: ___________________________ $__________
Fundraisers: ___________________________ $__________
Fundraisers: ___________________________ $__________

Total FUNDRAISERS this year:             $__________

Expected DONATIONS this year:            $__________
Other source of Revenue: ___________________ $________
Other source of Revenue: ___________________ $________
Other source of Revenue: ___________________ $________
Other source of Revenue: ___________________ $________
Other source of Revenue: ___________________ $________
Other source of Revenue: ___________________ $________

Total of OTHER sources of Revenue this year $________

TOTAL REVENUE this year $________

EXPENSES: Anticipated expenses for the club during the current fiscal year
(Include all planned events – attach additional sheet if necessary):

TRAVEL

Travel: ___________________ $________
Travel: ___________________ $________
Travel: ___________________ $________
Travel: ___________________ $________
Travel: ___________________ $________
Travel: ___________________ $________
Travel: ___________________ $________
Travel: ___________________ $________

TOTAL TRAVEL this year: $________

EQUIPMENT

Equipment: ___________________ $________
Equipment: ___________________ $________
Equipment: ___________________ $________
Equipment: ___________________ $________
Equipment: ___________________ $________

TOTAL EQUIPMENT this year: $________
SUPPLIES

Supplies: __________________________________  $_______
Supplies: __________________________________  $_______
Supplies: __________________________________  $_______
Supplies: __________________________________  $_______
Supplies: __________________________________  $_______
Supplies: __________________________________  $_______

TOTAL SUPPLIES this year  $_________

FACILITY RENTAL FEES

Facility Fees: __________________________________  $_______
Facility Fees: __________________________________  $_______
Facility Fees: __________________________________  $_______
Facility Fees: __________________________________  $_______
Facility Fees: __________________________________  $_______
Facility Fees: __________________________________  $_______
Facility Fees: __________________________________  $_______
Facility Fees: __________________________________  $_______
Facility Fees: __________________________________  $_______
Facility Fees: __________________________________  $_______
Facility Fees: __________________________________  $_______

TOTAL FACILITY RENTAL FEES this year  $_________

REFEREE FEES

Referee Fees: __________________________________  $_______
Referee Fees: __________________________________  $_______
Referee Fees: __________________________________  $_______
Referee Fees: __________________________________  $_______
Referee Fees: __________________________________  $_______
Referee Fees: __________________________________  $_______
Referee Fees: __________________________________  $_______
Referee Fees: __________________________________  $_______
Referee Fees: __________________________________  $_______
Referee Fees: __________________________________  $_______
Referee Fees: __________________________________  $_______

TOTAL REFEREE FEES this year  $_________
UNIFORM FEES

Uniforms: __________________________ $______
Uniforms: __________________________ $______
Uniforms: __________________________ $______

TOTAL UNIFORM FEES this year: $______

MISCELLANEOUS EXPENSES

Miscellaneous: __________________________ $______
Miscellaneous: __________________________ $______
Miscellaneous: __________________________ $______
Miscellaneous: __________________________ $______
Miscellaneous: __________________________ $______
Miscellaneous: __________________________ $______
Miscellaneous: __________________________ $______
Miscellaneous: __________________________ $______

TOTAL MISCELLANEOUS EXPENSES this year: $______

TOTAL EXPENSES this year: $______

Attach documentation supporting your club expenses or revenues

-FOR OFFICE USE ONLY-

Allocation - 2 years prior: $______
Allocation - last year: $______
Participation - 2 years prior: $______
Participation - last year: $______
FINES - 2 years prior: $______
FINES - last year: $______

Amount of REVENUE through fundraisers last year: $______
Amount of REVENUE through other last year: $______
Amount of REVENUE through dues last year: $______

Current Bank Balance: $______
Financial plan submitted: Yes ___ No ___

Amount of Allocation requested by the club for this year: $______
Amount of Allocation awarded to the club for this year: $______

Club Sports Director Signature __________________________ Date ________