The Special Allocation fund is set aside each year as an account that can be used to help groups that are hosting major events or meetings on campus or in the Missoula area.

To request money from the Special Allocation fund, groups will need to turn in a request form to the ASUM Business Manager. The request should include a cover sheet that includes 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 Phoebe, Hunter, ASUM Office Manager, for assistance once you’ve received your allocation.

**Examples of Events:**

- Fair
- Competition
- Guest Speaker
- Film Series
- Conference
- Banquet

Sarah Smith
ASUM Business Manager
Phone: 406-243-2704
E-mail: asum.businessmgr@mso.umt.edu

Please contact the Business Manager for any questions. Appointments can be made to discuss all funding options.
**Special Allocation Request Form**

**Group Name:** ____________________________________________________________

**Person(s) Preparing the Request:** __________________________________________

**Contact Phone Number:** ___________________________ **E-mail:** __________________

**ASUM Index Code:** _________________________________________________________

**Event Description:** _________________________________________________________

**Event Date:** ____________________________ **Event: Location:** __________________

Please attach a cover letter explaining the details and purpose of the event, how it will benefit your group and/or the university, who can attend the event, any additional costs/revenues associated with the event, and any other information that may help ASUM when considering your request.

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**Code Explanations:** 621-Contracted Services (guest speaker, dj’s, security, etc.); 622-Supplies and Materials (training supplies, printing, books, etc.); 623-Communications (postage, advertising, phone charges, etc.); 625-Rentals (equipment, films, meeting rooms, etc.); 628-Other (dues, subscriptions, entertainment such as food/beverage, etc.)

**Other Sources of Funding:** ____________________________________________

**Total Amount Being Requested:** $_________ **Total Cost of the Event:** $_________

**Group Member Signature:** ____________________________________________ **Date:** ______________

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**For ASUM Use:**

**Board on Budget And Finance:**

**Total Amount Approved:** ______________ **Date:** ______________

X: ____________________________

**ASUM Senate:**

**Total Amount Approved:** ______________ **Date:** ______________

X: ____________________________
This request may be submitted for special events or meetings being held by your group at The University of Montana or in the Missoula community. The request must be made in the same semester that the event/meeting will take place. If any portion of the event/meeting was already funded in that year's Final Budgeting session it cannot be funded through the Special Allocation fund. **You must be a recognized ASUM student group to request Special Allocation funding.** The Sports and Music Unions are not eligible for Special Allocation funding.

The group name is the name your group is recognized by, which you provided to ASUM on your Group Recognition Form.

The person preparing the request and the contact number should be the person who you want the ASUM Business Manager to contact with any questions about the request. This may be the group leader, but does not have to be.

The ASUM index code, is the number that ASUM has assigned to your group for accessing your account. You can ask the ASUM receptionists for this code.

The event description should give a general idea of what the event is (Ex. a film festival on medieval European culture).

The event location and date should be where the event is going to be held (Ex. Urey Lecture Hall), and when (Ex. October 4 & 5).

In the table provided please provide descriptions of what you are requesting money for in the appropriate categories. The codes corresponding to the different categories are as follows:

- 621—Contracted Services: guest speakers, dj’s, a security team, judges, etc.
- 622—Supplies and Materials: training supplies, printing, books, etc.
- 623—Communications: advertising, postage, phone charges, etc.
- 625—Rentals: equipment, films, meeting rooms, etc.
- 628—Other: any item(s) not fitting into a category listed above

Other sources of funding are other organizations or methods that you are using to fund your event.

The total amount being requested is the amount of all of the categories added together. The total cost of the event is what it will cost you to host the event.

The group member that prepared the request should then sign and date it.

A cover letter should accompany the request explaining the details and purpose of the event, how it will benefit your group and/or the University, who can attend the event, any additional costs/revenues associated with the event, and any other information that may help ASUM when considering your request.