

**Binghamton University
Convocations Committee**

The Convocations Committee helps to provide funding for University programs that enhance and support the intellectual, cultural, and artistic aspects of the academic curriculum.

APPLICATION FOR CO-SPONSORSHIP FUNDS

1. Name of sponsoring group:
2. Account information for the transfer of funds if the application is supported:
3. Name of person completing application:
4. Date of application:
5. Local Address:
6. Telephone:
7. Email:
8. Program date:
9. Program title:
10. Program location:
11. Anticipated audience size:

Please respond to the following information requests, adding additional pages if you need them. E-mail the application, along with a cover letter from the representative of the sponsoring body, to the **Convocations Committee, c/o Professor Serdar Atav (atav@binghamton.edu), Chair of Convocations Committee, Decker School of Nursing.**

If the transfer of funds is not requested within a year after the application date, your allocation will be cancelled.

PROGRAM DETAILS:

- 1. DESCRIPTION OF THE PROGRAM**

- 2. DESCRIBE BENEFIT TO THE UNIVERSITY COMMUNITY**

- 3. DESCRIBE MARKETING/ADVERTISING. ATTACH COPY OF BROCHURE OR FLYER IF AVAILABLE**

- 4. ITEMIZED BUDGET (Please enumerate all expenses associated with the program)**

<u>Projected Expense</u>	<u>Amount</u>
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- 5. OTHER POSSIBLE FUNDING SOURCES (Please list all other sources where funding has been requested, what amounts have been requested, and whether the request is pending, approved or was declined)**

<u>Source</u>	<u>Amount</u>	<u>Status</u>
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- 6. How much money are you requesting from the Convocations Committee?**