

L.A.F.A.C. ACTION

Date of Presentation: _____ Amount Allocated / Loaned: _____

Date of Vote: _____ In Favor: _____ Opposed: _____ Abstention: _____

Request Approved: _____ Denied: _____ Amended: _____ Tabled: _____

**20____ - 20____ ACADEMIC YEAR
LAW ACTIVITY FEE ALLOCATION COMMITTEE – REQUEST FOR FUNDING**

TYPE OR PRINT CLEARLY

Requesting Party (Individual/Group): * _____ Date: _____

* All requesting parties must make presentations of their request for funding at the LAFAC meeting at which they desire their request to be considered in order for such request to be considered by LAFAC.

Event for which funds are requested: _____

Proposed date(s) of event: ** _____ Location: _____

** Presentation of the request for funding to LAFAC must be made one week prior to the regularly scheduled LAFAC meeting and at least ten (10) days prior to the date of the event in order to be considered. Any request for funding received after the event will not be considered.

Total amount requested: \$ _____ Number of students involved in event: _____

Are the students involved members of this organization? _____ Open to all students: Yes ___ No ___

Number of members in this organization: _____ Name of Faculty Advisor: _____

Do you charge dues? Yes _____ No _____ If so, how much? _____

Did you receive LAFAC funds last year? _____ If yes, amount of funding granted from LAFAC: \$ _____

Was the full amount granted by LAFAC spent? _____ If no, amount of LAFAC funding spent: \$ _____

Did you receive funding last year from other sources? _____ If yes, amount of funding from other sources (including sources): \$ _____. Sources: _____

I UNDERSTAND THE UNDERSIGNED ARE JOINTLY AND INDIVIDUALLY RESPONSIBLE FOR THE EXPENDITURE OF THE REQUESTED LAFAC FUNDS.

COMPLETE THE FOLLOWING IF REQUESTING PARTY IS A STUDENT ORGANIZATION:

Signature of President: _____ Signature of Treasurer: _____

Name (Please Print): _____ Name (Please Print): _____

Telephone Number: _____ Telephone Number: _____

E-Mail Address: _____ E-Mail Address: _____

COMPLETE THE FOLLOWING IF REQUESTING PARTY IS AN INDIVIDUAL:

Signature of Requesting Party: _____

Name of Requesting Party (Please Print): _____

Telephone Number of Requesting Party: _____

E-Mail Address of Requesting Party: _____

ON A SEPARATE SHEET OF PAPER, PLEASE RESPOND TO THE FOLLOWING:

1. Describe the event for which funds are requested.
2. Explain how this activity will benefit law students and/or the University of Miami.
3. Have you tentatively scheduled your event with the ICC calendar?
4. Do you receive revenues from other sources/activities? If yes, please explain with approximate amounts?
5. Have you sought funds from other sources to fund the event for which you are requesting LAFAC funds? If yes, please name the sources and the result of your efforts. If no other sources were pursued, please explain why.
6. Itemize your total cost for this event and indicate the budget items you are requesting LAFAC funds to cover. You must submit to LAFAC at least two (2) written estimates (search the Web if applicable) if you are requesting funds in excess of \$500.00 before this request will be considered.
7. Can or will this activity run with less than the full amount of requested funds? Please explain.
8. If you received LAFAC funds last year, you **MUST** submit a complete accounting of past use of LAFAC funds to LAFAC before this request will be considered.

ADDITIONAL LAFAC PROCEDURAL REQUIREMENTS:

1. **This original Request for Funding and fifteen (15) copies of *this request with attachments* **MUST** be hand delivered to the Office of the Dean of Students by the requesting party **no later than 5:00 p.m. one week prior to the regularly scheduled LAFAC meeting** at which the requesting party desires this request to be considered by LAFAC, and at least, ten (10) days prior “to the event” for which funds are being requested. These deadlines will only be altered if any emergency situation arises beyond the control of the requesting party, as determined by LAFAC.**
2. Results of LAFAC funding decisions shall be conveyed to the requesting party the date of the meeting after the funding decision is made. The Dean of Students Office should **not** be contacted regarding LAFAC funding decision.
3. **LAFAC MUST BE GIVEN RECOGNITION FOR FUNDING THE EVENT OR ACTIVITY.**
4. All LAFAC funds must be used for the purpose(s) for which they were allocated. LAFAC funds must be allocated and utilized pursuant to all University of Miami School of Law accounting/financial procedures, please contact the Budget Office in Room A-390 or at 305-284-3111.
5. LAFAC will **not** allocate funds for the purchase of food or alcoholic beverages.
6. LAFAC will **not** fund **individual** student organization’s banquets for any reason.
7. All student organization requesting parties must submit an operating budget along with their requests for funding.
8. I certify that, to the best of my knowledge, the required information is accurate and complete. Failure to fully comply may jeopardize or delay funding requests.
9. Should you have questions regarding any LAFAC procedures, please contact the LAFAC Chair. Please note, that failure to follow any steps listed above will result in possible denial of funding by LAFAC.

