



MULTICULTURAL CENTER SPONSORSHIP REQUEST FORM  
FISCAL YEAR 2012-13

**REQUIREMENTS FOR FUNDING**

1. Each student organization or department is eligible for up to \$500 in co-sponsorship funding per academic year for the use of events and programs on or off UNT's campus. There is no limit on the number of times an organization or department can request funds as long as the limit of \$500 per year has not been met.
2. Eligible programs must be related to the issues of inclusion, diversity, equity, and/or access and must have a direct benefit to the University of North Texas. *Parties and auctions are not eligible for funding.* The size and number of people who will benefit from the event will be taken into consideration.
3. Applications are accepted on a rolling basis and will be reviewed the 1<sup>st</sup> of each month. Submissions for events that have already passed will not be accepted. Due to the academic schedule, no applications will be reviewed in December or May.
4. For student organizations, payment will be distributed in the form of a check. A period of thirty days should be expected before receiving payment.
5. For UNT departments, payment will be distributed in the form of an IDO.
6. Any student Organization or Department requesting funds from the UNT Multicultural Center must complete a Multicultural Center Sponsorship Request Form in its entirety.
7. Supporting documentation for the funds requested must be submitted along with Multicultural Center Sponsorship Request Form (i.e. Conference Registration Quotes, Invoices, etc.).
8. The Multicultural Center logo must be included on all advertisements for co-sponsored events. Please submit a copy of fliers and other forms of advertisement to [multicultural@unt.edu](mailto:multicultural@unt.edu) or drop off at Union 218.
9. A receipt of how the funds were used and a Post-Event Form must be turned in to the Multicultural Center after the funds have been utilized. Failure to do so will result in denial of future funding requests.

**Events that have been funded in the past**

- Unity Dinner hosted by Coalition of Black Organizations
- Author & Speaker Sherman Alexie hosted by One Book One Community
- *Chivalry Isn't Dead* hosted by Lambda Theta Phi Latin Fraternity
- FMLA's annual *Vagina Monologues*
- Student Travel to the American Humanics Student Association Conference
- *Holi* hosted by World Echoes
- *Big Hat Brunch* hosted by Never Be a Stupid Girl
- *Regina* performance by the UNT Opera
- Speaker and Award Winning Filmmaker Arthur Dong hosted by RTVF

**For questions or more information, please contact the Multicultural Center at 940-565-3424 or email [multicultural@unt.edu](mailto:multicultural@unt.edu).**

**Disclosure Notice**

Disclosure of your Social Security Number (SSN) is requested as part of the Multicultural Center and Division of Institutional Equity & Diversity Event Sponsorship Application. Disclosure of your SSN is mandatory and will be used to requested funds in the event that you are awarded monies from the Event Sponsorship Fund.



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FISCAL YEAR 2012-13**

Department/ Student Organization Information		
Name of Organization/Department/Program:		Request Submission Date:
Type of Entity (double click box to check or select):		
<input type="checkbox"/> Campus Center/ Department		<input type="checkbox"/> Registered Student Organization
Contact Person:	UNT E-mail:	Electronic Signature (initials):
Faculty/Staff Advisor (required for student organizations):	UNT E-mail:	Electronic Signature (initials):
By submitting this form, it is required that all the information contained herein is accurate and true, and no information has been held back in order for financial gain.		

Vendor/ Check Recipient Information		
Name of Vendor/ Check Recipient:		
Street Address:		Phone:
City:	State:	Zip:
EIN Number (Checks made payable to organizations):	Tax ID # (Checks made payable to vendor):	SS# (Checks made payable to individual person):
IDO Payable to Account # (Checks made payable to Campus Departments):		Name of Account:

Amount of sponsorship received from Equity and Diversity in 2011-2012: \$
Amount requesting from Equity and Diversity this year Place dollar figure from Page 3, which is located on Line #7 (Grand Total): \$
Amount of funds expected to be obtained through other sponsors: \$

Event information		
Name of Event:	Event Date:	Event Time:
Purpose of Event:		
Expected number of attendance:		
<b>Who or what student group(s) primarily benefit from these purchases</b> (Check all that apply and list specific groups: i.e. Ethnicity – Hispanic/ Latino or Religion – Muslim):		
<input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Disabilities <input type="checkbox"/> Gender <input type="checkbox"/> Ethnicity <input type="checkbox"/> Religion <input type="checkbox"/> Inclusion <input type="checkbox"/> Other: _____		
Specific Groups:		

# MULTICULTURAL CENTER

## MULTICULTURAL CENTER SPONSORSHIP REQUEST FORM FISCAL YEAR 2012-13

SUMMARY BUDGET REQUESTS		
		<i>OFFICE USE ONLY</i>
FUNDING CATEGORY	Amount Requested	Amount Approved
<b>1. Contractual Services</b>		
a) Contracted Services		
<b>Contractual Services Subtotal</b>		
<b>2. Food for Programs/Events (not related to Conferences/Travel)</b>		
a) Food		
<b>Food Subtotal</b>		
<b>3. Furnishings and Fixtures</b>		
a) Furnishings and Fixtures		
<b>Furnishings/Fixtures Subtotal</b>		
<b>4. General Expenses</b>		
a) Duplicating & Printing		
b) Equipment		
c) Supplies		
d) Postage		
e) Publications/books		
f) Promotional Materials		
g) Trophies, Awards & Plaques		
h) Other Material		
<b>General Expenses Subtotal</b>		
<b>5. Travel/Conferences</b>		
a) Registration		
b) Transportation		
c) Lodging		
d) Meals		
<b>Travel/Conferences Subtotal</b>		
<b>6. Other</b>		
<b>Other Subtotal</b>		
<b>7. GRAND TOTAL</b>		