

**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

Recreational Services

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: _____ \$ _____

Total of OTHER sources of Revenue this year \$ _____

TOTAL REVENUE this year \$ _____

EXPENSES: Anticipated expensed 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: _____ \$ _____

TOTAL TRAVEL this year: \$ _____

EQUIPMENT

Equipment: _____ \$ _____

Equipment: _____ \$ _____

Equipment: _____ \$ _____

Equipment: _____ \$ _____

Equipment: _____ \$ _____

TOTAL EQUIPMENT this year: \$ _____

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: _____ \$ _____

TOTAL FACILITY RENTAL FEES this year \$ _____

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