PSIF APPLICATION

A Collaboration of LSU Office of the Dean of Students and LSU Student Government

Submit your **completed** application to the Student Government Office 150 Student Union. Application must be submitted **at least 6 weeks prior** to the event scheduled. Upon completion of the PSIF application, please review the “**Application Checklist**” on the last page in order to make sure all sections have been adequately filled out.

For questions in filling out this application, please contact **Alisa Jones** (alisajones@lsu.edu).

**Restricted Purchases:**

**General Funding Guidelines**

*(See PSIF Bylaws for more specific funding guidelines)*

§ 4. Restricted Purchases

All state purchasing guidelines and University policies must be adhered to with any funds allocated by this committee. Failure to comply may result in loss of funding.

PSIF may not provide funds for the following:

1. To support any program or event where attendance or participation is not open to the LSU student body; this rule does not apply to exclusive-use initiatives as defined in Article 6, Section D;
2. To purchase alcohol or to support a program or event where alcohol is present;
3. Gifts, gift cards, prizes, awards, trophies, or anything of the like;
4. Clothing
5. Decorations for events, including flowers.
PSIF Application

Information

Organization Information:

Name of Organization: _________________________________________________________________

Nature of Organization: [ ] Academic [ ] Vocational [ ] Social [ ] Professional [ ] Athletic [ ] Other: ______

Number of Active Members in the Organization: ______________________________

Event Information

For Programming Events:

Name of Event/Program/Other:

__________________________________________________________________________

Date of Event (This application must be submitted no later than 6 weeks before event date):

__________________________________________________________________________

Time of Event:

__________________________________________________________________________

Location:

__________________________________________________________________________

Approximate Attendance:

__________________________________________________________________________

Previous Year’s Attendance: (if applicable)

__________________________________________________________________________

Has your event been registered with Tiger Links? YES or NO

If NO, you must register your event with Tiger Links to ultimately receive PSIF funding.

Start-up Funding ONLY (Up to a maximum of $1,500):

*Only applicable if your organization is no more than four (4) semesters old; an organization cannot request both event funding and start-up funding in the same semester. Start-up funds used for meetings, recruiting, marketing materials, registration fees, etc.

Meeting Dates/Registration Fees/Marketing Materials:

__________________________________________________________________________
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Location & Date of Meetings (Can only fund future dates):

________________________________________________________________________

Approximate Attendance at Meetings:

________________________________________________________________________

Amount Requested (No more than $1,500):

________________________________________________________________________

Desired Outcome of Start-up Funds: _________________________________________

Financial Information:

Requested Funding for Event/Other:

Total Amount Requested:

________________________________________________________________________

Has this organization/student been previously funded by Student Government?
If yes, when and for how much?

________________________________________________________________________

Do the members of this organization pay dues? If yes, how much and how often?

________________________________________________________________________

Has this organization received additional funding/donations from LSU, outside sources, sponsors, etc. for this event? If yes, list in detail and/or provide an amount if the donation was monetary.

________________________________________________________________________

________________________________________________________________________

Please explain below, in detail, how this event will benefit LSU:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

*As a reminder, please attach a detailed program/event budget with all outlined projected expenditures for Committee consideration. ***Any application without a detailed budget will be considered INCOMPLETE***
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Approval Information:

Student Representative Information:

Name: ___________________________________________________

LSU E-mail Address: _________________________________________

Phone Number: ____________________________________________

Student Representative Signature: ___________________________  Date:  _____________

To the best of my knowledge, the information on this application is accurate

Advisor Information

Name: ___________________________________________________

Department: _______________________________________________

E-mail Address: ___________________________________________

Campus Phone Number: _____________________________________

Advisor Signature: ___________________________  Date:  _____________

My signature represents acknowledgement of the application for funding for an organizational event

Additional Signatures (REQUIRED): Campus Life or UREC

Campus Life Representative: _________________________________  Date:  _____________

OR

UREC Representative (If applicable): ____________________________  Date:  _____________
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Presentation Information

This information will be expected to be given via presentation to the PSIF Committee. The presentation style is informal. Handouts are encouraged, but not required. No PowerPoint presentation necessary.

- What’s the mission of your organization?
- Give detailed information on the event that you are seeking funding for.
- When and where will the trip/event take place?
- Why are you traveling to this event? Hosting this event?
- How will this trip/event benefit LSU?
- Have you received funding from PSIF, ORF, or the Senate Contingency before? If so, when was the most recent occasion?
- Does your organization hold any fundraising events? If so, were any held to contribute to this trip/event? Why or why not?
- If you are not awarded funding, how will you carry out your plans?
PSIF Application

Use this PSIF Application Checklist to make sure all parts of the application have been completed adequately BEFORE submitting this application.

This checklist is a guide for your reference to make sure you have completed the PSIF application entirely. An incomplete application that is submitted will result in a delayed processing time.

Put an “x” or “check” for each completed section.

• General Information Section: ______
  ▪ Organization Information: ______
  ▪ Student Representative Information: ______
  ▪ Advisor Information: ______
  ▪ Campus Life Administrator or UREC Representative Signature (top of page 2): ______
  ▪ Student Representative Signature: ______

• Event Information Section:
  ▪ Programming: Event ______ or Start-up Funding ______
  ▪ Name/Date/Time of Event: ______
  ▪ TigerLinks Registered: YES or NO
  ▪ Location Information: ______
  ▪ Approximate Attendance: ______
  ▪ Previous Year Attendance (if applicable): ______

• Financial Information Section:
  ▪ Total amount requested: ______
  ▪ Previously funded by SG (if applicable): ______
  ▪ Organization Dues/Fundraising activities: ______
  ▪ ATTACHED A DETAILED BUDGET OR INVOICE OF EXPENSES: ______