**tRAC Student Organization Co-Sponsorship Application**

To submit, please email form to [vpfinance@ohiotrac.com](mailto:vpfinance@ohiotrac.com) and [programming@ohiotrac.com](mailto:programming@ohiotrac.com) along with an attachment of your planned advertisements with the tRAC logo at least 3 weeks before your event. If accepted by the tRAC executive board, you will be contacted to come into a tRAC meeting (Mondays at 7pm in LLC 102/104) to present for 5 minutes to the General Body.

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| **Student Organization:** |  |
| **Name of program:** |  |
| **Contact name:** |  |
| **Contact email:** |  |
| **Contact phone:** |  |
| **Date of program:** |  |
| **Location of program:** |  |
| **Anticipated attendance:** |  |

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| **Total Amount Requested:** |  |
| **Total Cost of Event:** |  |

**Please give a description of the program:**

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**How will this program benefit students living on-campus?**

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**Are you collaborating with any other student organizations? If so, please detail.**

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**What is your advertisement plan? Address how you will reach students in the residence halls. Attach a rough draft of any advertisements you plan to use, with the tRAC logo.**

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**Do you have any other funding sources? Please explain.**

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**Make a detailed list of expenses that you would like tRAC to fund (estimate):**

***\*In order to insure that funds are spent efficiently and appropriately, tRAC would like to avoid transferring a lump sum directly to student organizations. In the “How To Allocate” column, please list how you would like tRAC to fund each item (individual reimbursement, cut a check, internal university transfer, tRAC credit card, etc.)\****

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| ***ITEM*** | ***HOW TO ALLOCATE*** | ***COST*** |
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| **Total Amount Requested** |  | $ |