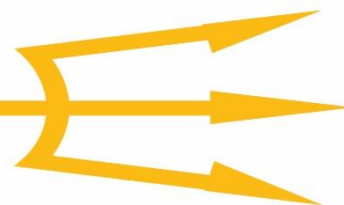




# Associated Students

## Office of Student Organizations



### Tournament and Competition Funding Request

**No later than 30 A.S. Working days prior to the tournament and/or competition:**

1. Complete this form, the additional information form, and attach vendor documentation (ex. price estimates, screen shots of websites) for all items (travel, lodging, competition fees) that you are requesting from A.S.
2. Attach documentation showing the tournament and competition your organization will be attending (ex. invitation, screen shot of host website).
3. Submit this form, with all attachments, via e-mail to [avpstudentorgs@ucsd.edu](mailto:avpstudentorgs@ucsd.edu)
  - You will receive a confirmation acknowledging receipt within 24 hours from the AVP of Student Organizations. **If you do not receive a confirmation, you must resubmit your application.**

#### **IMPORTANT NOTES:**

Ensure your application is submitted by the aforementioned deadline. Requests are not reviewed during holidays, finals week, or campus breaks. A.S. will not be able to accept any late or incomplete applications.

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Today's Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Has your organization participated in this tournament/competition before? [ ] Yes [ ] No

Number of Members Traveling: \_\_\_\_\_

Date(s) of Travel/Competition: \_\_\_\_\_

Host: \_\_\_\_\_

Location: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

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AVP Student Organizations recommendation: \$ \_\_\_\_\_

Financial Controller allocation: \$ \_\_\_\_\_

Appealed to Finance Committee (Circle one)?    Yes    No

Final Allocation: \$ \_\_\_\_\_

Notes/Stipulations (if any) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of competition/tournament:

**Itinerary** (What will your organization be doing each day at the tournament and competition):

**Lodging** (Where will your organization be staying while you are at the tournament and competition):

How does this tournament/competition address the funding principles as laid out in the A.S. funding guide?

Please list all other confirmed and non-confirmed funding sources (with dollar amounts) that were applied to for this competition (even for items that you did not request A.S. to fund):

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By signing and submitting this form, you attest to the validity of the information presented on the Tournament and Competition Funding Request. By initialing each number on the Additional Information document, you acknowledge that all traveling members have reviewed the material and requirements contained within that form. If the above information is found to be misrepresented, the organization jeopardizes Associated Students funding for this tournament and competition, and future tournament and competitions for the remainder of the academic year. The individual who signs (including an electronic signature) below may be personally subjected to A.S. funding penalties if it is determined that information provided on the request form was misrepresented.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PID: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

### **Additional Information and Acknowledgements**

Please read and initial each of the following items. By initialing, you confirm that all traveling members have read and understand the material contained within each line. Your application will not be complete unless all numbers are initialed.

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1. Should your organization be using a bus service to travel to and from the competition, payment arrangements for bus transportation must be made through the SLBO. Unlike all other tournament and competition fees covered by A.S., bus contracts cannot be paid through a reimbursement. \_\_\_\_\_ (initial)
2. If this tournament and competition request is approved, traveling members must visit the SLBO no later than two weeks prior to departure in order to submit and ensure all necessary paperwork is completed. Failure to do so may result in a forfeiture of any approved A.S. funding. \_\_\_\_\_ (initial)
3. All participants in the tournament and completion must sign and complete the waiver available at the following link. These waivers must be submitted to the SLBO no later than two weeks prior to travel. Failure to do so may result in a forfeiture of any approved A.S. funding.

[http://www.ucop.edu/risk-services/\\_files/waiver-voluntary.pdf](http://www.ucop.edu/risk-services/_files/waiver-voluntary.pdf)

\_\_\_\_\_ (initial)

4. All participants in the tournament and competition must review the information found on the following website prior to traveling:

<https://students.ucsd.edu/student-life/involvement/organizations/onestop/events/travel.html>

\_\_\_\_\_ (initial)

5. The student organization and all traveling members agree to abide by all Tournament and Competition funding polices outlined in the yearly A.S. funding guide.

\_\_\_\_\_ (initial)