



Tournament and Competition Funding Request

No later than 30 academic 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
 - You will receive a confirmation acknowledging receipt within 24 hours from the AVP of Student Orgs. **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 or campus breaks. A.S. will not be able to accept any late applications.

Today's Date: _____

Quarter: _____

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: _____

Description of competition/tournament:

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

Transportation (How will your organization be getting to and from 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):

By submitting this form, you agree to the validity of the information presented on this document. If the above information is found to be incorrect, the organization may jeopardize funding for this tournament and competition, and future tournament and competition funding from the Associated Students for the remainder of the current academic year.

Name: _____ Phone: _____

PID: _____ Email: _____

Date: _____

Additional Information and Acknowledgements

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

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

_____ (initial)

4. All participants in the tournament and competition must sign and complete the tax form available at the following link. This document is to ensure that participants do not get taxed for any travel costs. These forms 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://blink.ucsd.edu/_files/travel-tab/Student%20Certification%20for%20Business%2005.pdf

_____ (initial)