

Instructions for completing the Fall 2009 FRP

All FRP's must be completed online in survey form. Upon completion, FRPs will be submitted for review. Please use the following instructions when completing your request:

STARTING:

- Before you begin the survey, gather all information on the events you are planning, money you are requesting from BAM, and funds that your club will be contributing.

COVER PAGE: FIRST SCREEN OF FRP

- Please type the official name of your club.
- Please have one representative include their name for reference.
- Please select the total number of events your club/organization is intending to hold for the semester

FUNDRAISERS (The listing for fundraising is specifically for event review, BAM does not allocate money for fundraisers):

- Name of fundraiser
- The second section is for you to breakdown the budget for your event. Please include all expenses.
- For amounts requested please enter in \$0 dollars requested from BAM since BAM will be allocating \$300 to each club that completes their FRP specifically for fundraisers.

EVENT EXPENSE REQUEST

- Name of Program
- A brief description of program
- Select what type of program this falls under
- Enter in a breakdown of the budget for your event including all expenses.
- Include the amount of funds your club/organization will allocate to this Program

AFTER THE PROGRAM INFORMATION

- Use the first question on this screen to detail all of your expenses, your income, and your trip costs to come up with a total cost for your programming for the semester.
- Enter the total amount of funds contributed by club.

SUBMITTING:

- Once completed, your FRP will be sent to the Budget and Management Committee for review, you will be notified once your survey is reviewed and a breakdown of all allocations will be sent to your club e-mail.
- Please save all documents for club/organization records.