The Undergraduate Business Council (UBC) provides limited funding support for special events hosted by its member student clubs. The maximum amount awarded for a special event is $500, except under special circumstances. If you have any questions, please reach out to the UBC Director of Funding.

**EVENT PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Club Name** |       | **Event Date** |       |
| **Student Contact** |       | **Event Location** |       |
| **Email**  |       | **Expected Attendance** |       |
| **Event Name** |       | **Amount Requested** |       |

**EVENT DESCRIPTION**

Please provide a detailed description of the event. Note that consideration for special ctivities funding is based on the following criteria:

* The number of students affected by your event,
* The impact of your event on the School of Business and our students,
* The impact of your event on the Lawrence community,
* Any effort your organization has made to receive funding from other sources, and
* A sensible timeline.

Insert description here or as an attachment

**EVENT BUDGET**

Please outline the estimated costs of your event by item, including the individual item’s cost, the quantity required and the total cost of the item.

Insert items here or as an attachment