

Purchases at the Last Minute (PALM)

Guidelines

Purpose

The purpose of the PALM Funding Resource is to provide recognized student organizations a funding source for last minute event costs or to help with the production costs of smaller events. Additionally, this funding source is open to all recognized student organizations and runs through the Peer Leadership Consultant Office.

Deadlines

- Applications must be submitted to the Peer Leadership Consultant Office at least two weeks prior to the date funding is needed for off-campus vendors and one week for internal USC expenditures.

****NOTE: THE PLC OFFICE IS LOCATED IN HAZEL AND STANLEY HALL 100 ****

Obligations of the Organization

- Submit all original receipts and invoices no later than 2 weeks after the event occurs. If receipts and invoices are not turned in within this period, the organization will be ineligible for further funding from PALM.
- Any unused funds must be returned to the funding board. No money may be carried forward by the organization for use in future events.

Stipulations

- Full funding is never guaranteed.
- Recognized student organizations may apply for funding until they reach the maximum of \$500 per semester
- No reimbursements of any kind will be accepted.
- Fundraising events are prohibited.
- Items that will not be funded: Alcoholic beverages, reimbursements, or airfare for non-USC students.
- Failure to fulfill any of the organization's responsibilities may result in a cancellation of the funding.
- The PALM Fund cannot fund grocery store requests.

Food

- While the PALM Fund will accept food requests, only in circumstances where the student organization demonstrates that the event cannot exist without the food will the funding request be considered (e.g. a food request for a weekly meeting does not constitute a circumstance where food is necessary).

Rights and Obligations of the Funding Board

- Make the student organization aware of their funding status as soon as possible, but no later than five business days after the application has been submitted.
- Complete all necessary paperwork on time and in accordance with University Policies.
- The Board will vote once a week and/or as needed. All funding boards reserve the right to conduct closed meetings.
- The Board will not judge the validity of a program solely based on its size or number of people that could realistically be expected to attend the program.
- The Board reserves the right to reject, fully fund, or partially fund any application.

****This funding board receives money solely from vendor fees and is not associated with the Student Programming Fee. In addition, the decision to fund a particular event or item is left solely to the discretion of the Peer Leadership Consultants who will evaluate all applications based on the answers provided on the application.****

Funding Directors

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PURCHASES AT THE LAST MINUTE (PALM) FUNDING APPLICATION

2008-2009

THIS APPLICATION WILL NOT BE ACCEPTED UNLESS IT INCLUDES THE FOLLOWING:

- Completed PALM application cover page and attached responses to all questions
- Line-item budget AND original price quotes

ORGANIZATION INFORMATION

Organization Name: _____

Number of Members: _____ Contact Person: _____

Contact Email: _____ Phone: _____ USC ID#: _____

EVENT DETAILS

Name of Event: _____

Date of Event: _____ Location of Event: _____

Estimated USC Attendance: _____ Estimated Non-USC Attendance: _____

FUNDING DETAILS

Total Cost of Event: _____ Total Amount Requested (maximum of \$500.00): _____

Other Funding Sources Used: YES NO Fundraising Event: YES NO

If YES, please detail funding sources: _____ Funding Amount from Source(s): _____

Date Funds are needed: _____

USC Vendor(s) or Service(s): _____ Vendor Code(s): _____

USC Vendor(s) or Service(s) Address: _____

Phone: _____ Fax: _____

Please respond to the following questions and attach on a separate sheet. Responses should be a total of 500 words or less (for all 4 questions):

1. Description of event.
2. How will funding this event enhance your organization's purpose/goals, provide positive publicity for USC, **and/or** contribute to overall campus life?
3. What is the purpose of funding the **specific** item(s) you are requesting?
4. If your organization does not receive funding from PALM, how will your organization move forward with the event?

IN APPLYING FOR PALM FUNDING, I HEREBY UNDERSTAND AND AGREE ON THE FOLLOWING:

- My organization is a recognized student organization through the Office of Campus Activities.
- This application is completed to the best of my ability and includes all required attachments.
- This application is being submitted at least 2 weeks (off-campus vendors) or 1 week (on-campus vendors) prior to the first date of payment.
- My event is open to the entire USC student body AND will be FREE to all attending USC students.
- I understand that there are NO reimbursements.
- I understand that funding is NOT guaranteed!

Signature: _____ Date: _____

OFFICE USE ONLY
Date Received: _____
Initials: _____

LINE-TIME BUDGET

ITEMS (food, supplies, entertainment, etc):

	Item Name	Vendor	Total Cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
<i>TOTAL:</i>			

DON'T FORGET TO INCLUDE ORIGINAL VENDOR QUOTES/INVOICES FOR THE ITEMS LISTED. THE APPLICATION WILL NOT BE PROCESSED WITHOUT THEM.