

**UNIVERSITY BOOKSTORE PROMOTIONAL SUPPORT PROGRAM
FUNDED BY UNIVERSITY BUSINESS SERVICES**

Grant Application

(Type online and print out or print out blank form and type or print.)

Date: _____

Organization:

Event:

Item(s) to be donated:

Cost:

Justification (how will item be used; benefit to campus, etc.):

Person in charge: _____

Telephone: _____ **Address:** _____

_____ **Approved**

_____ **Disapproved**

By: _____
**Director, University Commons
And Student Activities**

Copies: **Bookstore - Original**
 Applicant - 1 copy
 UCSA - 1 copy

University Bookstore

Promotional Support Program

The purpose of this program is to provide the University Business Services Office with an opportunity to support the promotional efforts of campus organizations.

The program makes available funds, provided by University Business Services, which may be used to purchase promotional or prize items from the Bookstore.

The following criteria are in effect:

1. The program is limited to bona fide campus organizational (student, faculty, and staff).
2. Funds will be awarded only for the purchase of items for promotional give-a-ways (i.e. door prizes, drawings, etc.) with special consideration being given to emblematic merchandise and gift books. This fund is not designed to provide presents or gratuities to individuals.
3. Applications should be submitted at least one week in advance.
4. The University Business Services Office must receive appropriate recognition for the contribution.

The University Commons and Student Activities Office will administer the program. Grant applications are available from the UCSA office, located in the University Commons.

Grants are available, if approved, on a first come, first serve basis and funds are limited.

Updated November, 2001