

Helpful Hints When Filling out BucFund Applications:

- Include ALL relevant information, no matter how small.
 - Include dates, times, attendees, what you will be doing, where you will be going, costs, methods of travel, etc.
- Before applying for BucFunding, make sure to **FUNDRAISE!!!**
 - BucFund is here to help, not supply all funding. The Financial Affairs Committee and Senate are more likely to fund groups/events who have taken the time to fundraise and try to get as much money as they can on their own.
- Be Frugal!
 - When applying, try to ask for as little as is needed. If you have people going somewhere needing hotel rooms, plan for people to share. This way less money is needed for accommodations. Try and keep unnecessary spending to a minimum, if at all.
- Plan ahead!
 - Try to get your events planned as soon as you can! This way there is time for fundraising, as well as utilizing the BucFund! Lots of groups apply for funding, so try and get in quick! The money will run out, so you want to make sure you get funding while there is money available.
- Fill out the Itemized Budget when you submit your application!
 - This is helpful to get seen by the committee sooner. The Secretary of Allocations cannot move forward with an application unless the Itemized Budget is received.
- Be prepared to answer questions!
 - Each application must be seen before the Financial Affairs Committee, who will ask questions about the application, budget, event, etc. Make sure that your representative is prepared and can thoroughly answer the committee's questions. Not only will this be helpful, but it will show the committee that your group is well prepared and serious about your event.
- Email the Secretary of Allocations with ANY questions!
 - Feel free to email the SoA if you need any help throughout the process. Filling out those applications and the Itemized Budget can be confusing, so ask for help if you need it! (bucfund@etsu.edu)