

# UNIVERSITY of HOUSTON



## Activities Funding Board/Council on Ethnic Organizations Notice of Award

The \_\_\_\_\_, a registered student organization at the University of Houston, has been awarded on \_\_\_\_\_, a total of \$\_\_\_\_\_ by the \_\_\_ Activities Funding Board (“AFB”) or by the \_\_\_ Council of Ethnic Organizations (“CEO”). These monies must be used only for expenditures supporting the approved organization-sponsored \_\_\_ conference, \_\_\_ program, or \_\_\_ other activity to be held on \_\_\_\_\_, and only for those line items approved by the board or council and listed in the categories below.

### Category Items

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total: \$ _____

### Stipulations:

1. All advertisements for the funded event must include the \_\_\_ AFB or \_\_\_ CEO logo.
2. All original receipts that document the expenses in the above categories must be submitted along with an Allocation Form to the AFB Financial Officer/CEO Assistant Director no later than \_\_\_\_\_ (thirty days after close of the approved event). Any monies allocated, but not used by the organization must be returned to the \_\_\_ AFB or \_\_\_ CEO.
3. For The Daily Cougar allocations, a Daily Cougar Authorization Form must accompany the ad at least two (2) working days before the run date.
4. For all income generating programs (those that charge admission, entry fee, and/or request donations), an Income Generation Statement must be prepared by an officer of the organization or an authorized representative, notarized by a **Certified Notary Public** and submitted with an Allocation Form to the University’s Department of Campus Activities within \_\_\_ working days of close of the event.
5. Failure to comply with any of these stipulations could result in partial or total revocation of the allocated funds and/or obligate the receiving organization to fully reimburse any such funds awarded and expended. Recognition may be withdrawn by the University of the receiving student organization including withholding of University resources including offices, if any, provided the organization for a period of one year.

Award of funds is subject to applicable provisions of the Texas Education Code. The undersigned student organization representative acknowledges acceptance of these monies on behalf the organization, for the purposes identified herein, and subject to applicable provisions of state law and applicable University policy and procedures.

\_\_\_\_\_  
Organization Authorized Representative Signature

\_\_\_\_\_  
AFB Chairperson or CEO Assistant Director Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Vice President for Student Affairs (if \$5,000 or more)

**Note: Modification of this Form requires approval of OGC**