Hey! Are you looking to get funding for your student arts event? Well, look no further, because SOFC (Student Organization Finance Committee) is here to satisfy all your needs. Here are some tips to help you get anything you ask for.

First things first, please read <http://www.dukestudentgovernment.org/programming> first and know the information here INSIDE and OUT. You can also download a budget template to fill out, which is pretty straightforward in terms of filling out each section.

1. When writing out the budget you are asking for, you NEED to follow the guidelines listed out on the website. The #1 priority is to stress that it is OPEN and FREE to all undergraduates. Please avoid anything along the lines of saying that you will only send it to a small club listserv or anything – stress that anyone (any undergraduate) with any background/experience can come or it will not be funded.
2. Next, follow the food guidelines! SOFC will only fund food funding that is higher than listed in the guidelines if you have a compelling and convincing reason for why you need more than the typical amount.
3. Do NOT ask for anything that SOFC does not fund, or it will seem like you didn’t read the guidelines beforehand. Members of SOFC love seeing that student groups did their due diligence and research, and if you put allocations like Pizza (@2.50 for 100) – 250, then they will eat it up.
4. Now, let’s talk about arriving to the meeting itself. The room may be hard to find – it is on the bottom floor of West Union, and if you’re facing ABP, it is going to be to the right, all the way down. You will want to come at least 10 minutes early to your assigned meeting time, as SOFC can run ahead of schedule and not only will you look good for being timely, but also you may be able to present earlier.
5. Next, make sure you know your budget like the back of your hand. You should be able to explain what every line item is going to be used for, how you got the price estimates, and why it is critical to your event. You’ll also start out by giving a brief explanation of your group and your event. Many groups come in, and the presenter says something like ‘Oh, I wasn’t the one who made the budget so I’m not sure.’ This makes the student group look sloppy and unprepared. If you come in to ask for funding, make sure the person who made the budget is there or at least someone who is very knowledgeable about it.
6. Finally, be courteous, confident, and passionate! SOFC will be a lot more likely to fund events if someone who is prepared and clearly put a lot of time in planning the budget for an event that they care deeply about!

Here are some questions you may get:

* How did you come up with the estimate of people attending or a certain line item?
* How is this different than a FLUNCH? (if you are planning a dinner with a faculty member/professor)
* Can anyone come to this event?
* How are you planning on advertising this event or having people sign up for this event?

Good luck with everything, and I am happy to meet with people who want more individualized advice and me to look over their budget. You can contact me at liang.ac7@gmail.com or 408-329-0358.