

## Activities Funding Board/Council for Cultural Activities 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 for Cultural Activities (“CCA”). 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.

Organization Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Category Items

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
_____ Reimbursement    _____ Advance Payment (Events/Programs)*	\$	Total: \$ _____

**Stipulations:**

1. All advertisements for the funded event must include the \_\_\_ AFB or \_\_\_ CCA logo.
2. All original receipts that document the expenses in the above categories must be submitted along with a receipt reconciliation form to the Vice-Chair/Assistant Director of the funding organization no later than \_\_\_\_\_ (ten (10) business days after close of the approved event). In the event of advance pay, any monies allocated, but not used by the organization must be returned to \_\_\_ AFB or \_\_\_ CCA by the above mentioned date.
3. Organizations are only eligible to receive funding from **either** AFB or CCA for a single event.
4. 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 Recognition may be withdrawn by the University of the receiving student organization including withholding of University resources including offices, if any, provided the organization for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.

**\*Advance payment is available up to \$500.00**

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

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

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

\_\_\_\_\_  
AFB/CCA Advisor Signature

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