

## **Student Group Matching Grant Program Request Form**

### **Step 1:**

Email the Catering department at [catering@budining.com](mailto:catering@budining.com) at least 2 weeks in advance and request a quote for your event, give as much detail as possible, i.e. number of guests, food items specified.

### **Step 2:**

Print and complete this form

Organization Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Faculty/Staff Advisor: \_\_\_\_\_

Faculty/Staff Advisor-Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of event: \_\_\_\_\_

### **Event Description**

Charity to Benefit \_\_\_\_\_

### **This event qualifies due to:**

- It helps combat hunger or raise hunger awareness at a local level.
  - It helps promote Diversity awareness on campus or in our community.
  - Direct community benefit to local youth programs or projects.
  - Other benefit to the community, please describe below
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### **Step 3:**

Email your completed form and your catering quote to Jim Ruoff, Resident District Manager, [James.Ruoff@Sodexo.com](mailto:James.Ruoff@Sodexo.com) Incomplete requests may not be considered.

Date Approved: \_\_\_\_\_ Amount of donation: \_\_\_\_\_

### **Step 4:**

Once approved, your catering contract will be emailed to you.

Binghamton University Dining Services will match up to half of your total catering bill, not to exceed \$500.

Example: If the total catering bill is \$300, BUDS will match \$150.