

Student Group Matching Grant Program Request Form

Step 1:

Email the Catering department at 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. Please place your order at least 5 business days prior to your event.

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 order to Jim Ruoff, Resident District Manager, 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.