This is the paper form for any group or organization that would like to submit a proposal to be reviewed by Kapiʻolani Community College’s Board of Student Activities (BOSA). Please note that all proposals should be submitted at least 4–6 weeks prior to the BOSA general meetings.

Student Club Name: _________________________________________________________________

Proposer’s Name: ___________________________________________________________________

Proposer’s UH E–Mail Address: _______________@hawaii.edu

Club Advisor Name: ______________________    Advisor Phone Number: __________________

Location of this Activity: ______________________________________________________________

Title of Proposal (Name of Event/Initiative)

Brief Description of Activity (Name of Event/Initiative)

Please share how your proposal supports students.

Are you receiving support from other organizations/groups? If so, please list the organizations/groups, and the type of support you are receiving: Example: BOSP - $500; VC Student Affairs–letter of support, etc. (If none, please type/write NONE)

Are you requesting financial support from BOSA? _____ Yes, or _____ No

If you answered YES to the above question, please indicate a breakdown of the amount requested, and a grand total of the amount requested.

If you answered NO to the above question, please indicate the type of support you are requesting.
Have you requested financial support from BOSA in the past? If **YES**, please list the name of the event and event date.

Have you participated in BOSA events in the past? If **YES**, please list the name of the event and event date.

What is the latest date BOSA can respond to your proposal? *
Reminder: Be sure to include time for accommodating the Business Office, if this request is related to finances.

Please include any additional information that would be helpful for the BOSA in regard to your proposal.

Any attachments can be emailed to the BOSA Advisor, Alfie Gonzales: alfredg@hawaii.edu

Do you require campus facilities? _____ Yes, or _____ No
   If so, have your organization’s advisor contact Shellie Numazu at 734.9531

**INSTRUCTIONS**
– Attach to this application, an itemized list for the funding amount being requested including funding for the proposed activity.

– Attach a list of last years’ and/or last semester’s services your club has provided to the college community and the general public including dates and nature of such service(s).

**NOTE:** THE PAYMENT PROCESS IS 6–8 WEEKS AFTER THE SUBMISSION OF PAPERWORK.