*Please complete the form below in order to share with us your plans for the year and where (if any) there is a need for additional financial support from LBS. Please note that funding is limited this year, but we would love to help where we can.*

**Guiding Principles of Financial Support**

* **Alumni clubs are expected to be financially self-sustaining through tickets sales and in-kind sponsorship.**
* To support clubs with their event management, a business case for additional funds from LBS is required.
* LBS will help cover advance costs such as deposits and other reasonable event costs (e.g. Speaker gift etc.)
* The agreed amount should not be used as a buffer, but to alleviate out of pocket expenses and minimise risk for club leaders.
* LBS funds are not meant to support pure alcohol consumption for club led activity. This should be covered by ticket sales.
* There is an expectation of clubs to hold a minimum of 2 events per year.
* Clubs may reach out to LBS if an opportunity arises throughout year that was not accounted for in initial bid for funding.

|  |  |  |
| --- | --- | --- |
| **Club Details** | |  |
| **Current Date** | Click or tap to enter date. | |
| **Club Name** | Click or tap here to enter text. | |
| **Club Leader** | Click or tap here to enter text. | |
| **Committee Members** | Click or tap here to enter text. | |

|  |  |  |
| --- | --- | --- |
| **Financial details** | |  |
| **Please tick one** | Club leader reimbursement *(reimbursed post-event to personal bank account)*  LBS cost centre *(ability to draw down funds through LBS)*  Club specific bank account managed by Treasurer *(ability to draw down funds)*  Current account balance *(please provide an annual statement)*: ***Click or tap here to enter text.*** | |
| **Bank details** | |  |  | | --- | --- | | Name of account holder: | Click or tap here to enter text. | | Address of account holder: | Click or tap here to enter text. | | Email address of account holder: | Click or tap here to enter text. | | Bank name: | Click or tap here to enter text. | | Bank address: | Click or tap here to enter text. | | Sort code / Swift code: | Click or tap here to enter text. | | Account number: | Click or tap here to enter text. | | Account name: | Click or tap here to enter text. | | If outside UK, SWIFT / IBAN code: | Click or tap here to enter text. | | |
| **Currency** | Click or tap here to enter text. | |

**DECLARATION:** I confirm that in the event of the club being disbanded or the treasurer stepping down without replacement, any amounts owed to LBS must be returned.

**Signature:**

**Event details**

**Breakdown of expected income and expenses**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Event 1 / WAC** | **Event 2** | **Event 3** |
| **Type of event**  What kind of event is it e.g. Social, Networking, Drinks reception, Dinner, Professional development, Hike,  Garden party, Conference, Filming, Lecture, Workshop |  |  |  |
| **Purpose / Objective**  Connect local alumni,  Learn from / about specific speaker / topic,  Explore, Collaborate, Launch,  Increase, Motivate, Improve |  |  |  |
| **Event title and short description** |  |  |  |
| **Event schedule / Agenda** |  |  |  |
| **Date** |  |  |  |
| **Location** |  |  |  |
| **Target audience and estimated numbers**  Confirmed / expected numbers of attendees and who they are e.g. alumni, students, external guests, VIP guests, stakeholders, sponsors, Alumni within the region, New admits |  |  |  |
| **Communications and engagement plan**  E.g. save the date notification, open registration 6 weeks before the event, advertise the event on club channels (LI, WhatsApp, FB), LBS alumni events newsletter (please send event info before 5th each month) |  |  |  |
| **Support from volunteers / community members** Think about the help you need throughout the preparation and on the day, create volunteer roles around responsibilities |  |  |  |
| **Expected event cost** Venue, Food and drinks, AV / PA, Gifts |  |  |  |
| **Expected income**  Ticket sales per person  Sponsorship |  |  |  |
| **Total expected balance /  Requested funding from LBS** |  |  |  |

*Your plan will be reviewed and approved by our Clubs team and outcomes communicated to you shortly.*

|  |  |  |
| --- | --- | --- |
| **For completion by Clubs team** | |  |
| **Approval date** | Click or tap to enter date. | |
| **Amount approved** | Click or tap here to enter text. | |
| **LBS staff name & position** | Click or tap here to enter text. | |
| **Comments** | Click or tap here to enter text. | |
| **Signature** |  | |