

**RECREATION SERVICES
SPORT CLUB ADVISORY COMMITTEE
OPPORTUNITY FUND REQUEST
FORM DIRECTIONS**

1	Contact James Wayne, Coordinator-Competitive Programs to reserve an Opportunity Fund Hearing date and time from the available slots listed on the Schedule. There are FOUR spots for each Hearing date, and reservations will be accepted on a first-come, first-serve basis.																										
2	Save the Opportunity Fund Workbook to your Computer Desktop or a USB Device. Save the file with your Club Name followed by the date of your Opportunity Hearing (example: "Womens Volleyball 11-17). This will make it easier to organize for the SCAC.																										
3	Click on the "Cover Sheet" tab on the bottom of the Opportunity Fund Workbook and enter the necessary information (highlighted by RED arrows). Please note that you will not be able to type in many of the cells because they are protected. You do not need to enter dollar amounts - it will be done for you automatically once you complete the Detail Sheet.																										
4	Click on the "Detail Sheet" tab on the bottom of the Opportunity Fund Workbook. Enter your "Sport Club" name, then enter the necessary information (expenditures). Please be as accurate as possible, and provide written documentation (program descriptions, quotes, invoices, etc.) for the SCAC during your request hearing.																										
CATEGORIES	<p>*Please enter only the: Budget Item, Description, and Budget Request Item dollar amounts. The totals (including the request) will be calculated automatically. Make sure you save frequently.</p> <table border="0"> <tr> <td style="padding-right: 10px;">A. Contractual</td> <td style="padding-right: 10px;"> </td> <td>Entry fees, League fees, Labor, Rentals, Insurance, etc.</td> </tr> <tr> <td>B. Travel</td> <td> </td> <td>All travel expenditures; NO reimbursement for personal vehicle use.</td> </tr> <tr> <td>C. Printing</td> <td> </td> <td>Flyers, brochures, banners, shirts, patches, etc.</td> </tr> <tr> <td>D. Repairs</td> <td> </td> <td>Any repairs to club equipment, including goals, nets, etc.</td> </tr> <tr> <td>E. Sport Supplies</td> <td> </td> <td>Each individual item is priced less than \$150.00 (i.e., basketballs).</td> </tr> <tr> <td>F. Equipment</td> <td> </td> <td>Each individual item is priced more than \$150.00 (i.e., goals).</td> </tr> </table>		A. Contractual		Entry fees, League fees, Labor, Rentals, Insurance, etc.	B. Travel		All travel expenditures; NO reimbursement for personal vehicle use.	C. Printing		Flyers, brochures, banners, shirts, patches, etc.	D. Repairs		Any repairs to club equipment, including goals, nets, etc.	E. Sport Supplies		Each individual item is priced less than \$150.00 (i.e., basketballs).	F. Equipment		Each individual item is priced more than \$150.00 (i.e., goals).							
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5	Click on the "Summary Sheet" tab, double click in the text box (5), and enter a more detailed description of why you are requesting these items and other miscellaneous information pertaining to how you came up with the dollar amounts.																										
6	<p>Save and Print the Sheets (print each separately) for your records. ***E-Mail this sheet by DEADLINE BELOW to jwayne@ilstu.edu prior to your Opportunity Fund Hearing.</p> <table border="0"> <tr> <td style="padding-right: 10px;">Hearing Date</td> <td style="padding-right: 10px;"> </td> <td style="padding-right: 10px;">Tues, 10/20/09</td> <td style="padding-right: 10px;"> </td> <td>Due ELECTRONICALLY by Friday, 10/16 at 2:00 p.m.</td> </tr> <tr> <td>Hearing Date</td> <td> </td> <td>Tues, 11/17/09</td> <td> </td> <td>Due ELECTRONICALLY by Friday, 11/13 at 2:00 p.m.</td> </tr> <tr> <td>Hearing Date</td> <td> </td> <td>Tues, 02/16/10</td> <td> </td> <td>Due ELECTRONICALLY by Friday, 02/12 at 2:00 p.m.</td> </tr> <tr> <td>Hearing Date</td> <td> </td> <td>Tues, 03/23/10</td> <td> </td> <td>Due ELECTRONICALLY by Friday, 03/19 at 2:00 p.m.</td> </tr> <tr> <td>Hearing Date</td> <td> </td> <td>Tues, 04/13/10</td> <td> </td> <td>Due ELECTRONICALLY by Friday, 04/09 at 2:00 p.m.</td> </tr> </table>		Hearing Date		Tues, 10/20/09		Due ELECTRONICALLY by Friday, 10/16 at 2:00 p.m.	Hearing Date		Tues, 11/17/09		Due ELECTRONICALLY by Friday, 11/13 at 2:00 p.m.	Hearing Date		Tues, 02/16/10		Due ELECTRONICALLY by Friday, 02/12 at 2:00 p.m.	Hearing Date		Tues, 03/23/10		Due ELECTRONICALLY by Friday, 03/19 at 2:00 p.m.	Hearing Date		Tues, 04/13/10		Due ELECTRONICALLY by Friday, 04/09 at 2:00 p.m.
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If you have any questions or concerns please contact:
Sport Club Advisory Committee
James Wayne: Coordinator, Competitive Programs
309.438.2577
jwayne@ilstu.edu