Funding Training IGNITE Winter 2024

Resources

Email: slffin@gvsu.edu

Website: gvsu.edu/sos

Call: 616-331-2345

In-person meetings: Office of Student Life, Kirkhof 1110 Drop-In Advising: Tuesdays from 4-6 p.m. in Kirkhof 0008

Funding Types

Campus Programming

- Events open to the campus community.
- Cannot be a club meeting.
- Must request promotional items (LakerHub Slide, Promotion Package, etc.)
 - Cannot be the Free Promo Package
- Can request Food, Supplies, Promotional Materials, Contractors

Individual Travel

- Can be used for Travel or Conference Registration.
- Must be domestic travel within the U.S.
- 5 Individuals per organization for a maximum of \$500 per student.
- Cannot fund lodging, souvenirs, or food.

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President/financial officer needs to submit the 5 names to slffin@gvsu.edu

Able to receive up to twice per academic year with a total cap of \$1,500.

Vehicle

Rental

- Must be domestic travel within the U.S.
- Able to request, car, minivan, or passenger vans.
- Cannot request for gas, parking, or tolls.
- All rentals are done through our office.

Organizational Competition

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- Can be used only for groups with a group competition fee or organizations with unavoidable annual dues associated with attending an event.
- There is no per person fee/rate.
- Cannot be individual dues, retreats, or recreation activities.

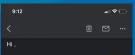
• The event must be open to the whole student body and must relate to the mission of the RSO.

• Can be requested by all organizations.

 Bring all supporting documents to the Funding Board Meeting, such as catering quotes, room reservations, etc. If necessary documents are not available at the time of the meeting, the request will be tabled.

Food Service:

| | IDER FROM: I-156 Allendale ❤ | |
|---|---------------------------------|---------------------|
| 2 Liter MTN Dew | | Ē 1 → \$3.29 |
| 2 Liter Pepsi | | |
| 2 Liter Diet Pepsi | | 1 v \$3.29 |
| 2 Liter Starry | | \$3.29 |
| <u>Gluten-Free Crust</u> Small, Gluten-Free, Regular, Pepperoni 10-40 cal. | | ₿ 1 √ \$13.58 |
| <u>Gluten-Free Crust</u> Small, Gluten-Free, Regular | | |
| Hand-Tossed Round Large, Hand-Tossed Round, Regular, Pepperoni 10-40 cal. | | |
| Hand-Tossed Round Large, Hand-Tossed Round, Regular | | 1 5 ▼ \$77.45 |
| | Sub-Total: | \$238.54 |
| | Sales Tax MI: | \$14.31 |
| | Total: | \$252.85 |



I would be happy to help. How many table clothes do you need and are they for rectangle or round tables? Regular linens are \$5 each. Floor length linens are \$25 each.

Once I know how many and what kind, I can then check our stock put some linens aside for you to pick up. I will then need to enter the order into the CaterTrax website. Did you have an account I could put it under?

Please let me know if you have any questions or concerns.

Thank you,

Danielle Callender She/Her/Hers Catering Coordinator

10570 S. Campus Drive Allendalo, Michigan 49401 616.331.3342 From: GVSU Food sciences (Svsu.edu)

*This is not for external catering.

| Description | Quantity | Unit Price | Balance |
|---|----------|------------------------|-----------------------------|
| (V) GoldFish® Crackers - per person | 100 | \$2.59 | \$259.00 |
| (VG) Mini Pretzels - per person | 100 | \$1.69 | \$169.00 |
| Popcorn - per person | 100 | \$1.29 | \$129.00 |
| Lemonade - per gallon | 5 | \$20.99 | \$104.95 |
| Iced Water - per gallon | 5 | \$3.99 | \$19.95 |
| (V) Assorted Craveworthy Cookies® - per dozen | 4 | \$17.29 | \$69.16 |
| Rice Krispie Treat - per dozen | 4 | \$21.99 | \$87.96 |
| | | luct Cost: Balance: | \$839.02 \$839.02 |







Marketing and Promo:

- **\$125 Package B:** 3 Hours Design Time
 - 78 11x17 Color Posters
 - Allendale Campus

Posting

- 1 Matte Banner
- 1-Week Laker Hub

Digital Slide

Marketing and Promotions Office - 7032

Advertising, printing, promotions, photography, videography, etc. All funded events must include at least one promotional item (poster, LakerHub slide, plugger, flyer, etc.)

| 1. Laker Hub slide | LakerHub Slide | 1 x \$20.00 | \$0.00 🔸 |
|------------------------|-------------------|-------------|----------|
| 2. <u>Matte banner</u> | Printed Materials | 1 x \$36.00 | \$36.00 |
| 3. campus posting | Other | 1 x \$10.00 | \$10.00 |
| 4. Posters | Printed Materials | 1 x \$2.50 | \$2.50 |

*You cannot use the free RSO Promo Package for an event.

Speaker Gift:





*Speaker Gift must not exceed \$25.

Description Townson

Contractual Payment:

| Form W-9 Nev. October 2018) Department of the Treasury Internal Revenue Service | Identifica Go to www.irs.go | | r and Certif | test information. | | Give Form to the requester. Do no send to the IRS. |
|--|--|--|---|-----------------------|---------------------------|---|
| | our income tax return). Name is r | | not leave this line blan | k. | | |
| 2 Business name/disreg | garded entity name, if different fro | m above | | | | |
| tollowing seven boxe | prietor or C Corporation | the person whose name | is entered on line 1. C | Theck only one of the | certain en instruction | tions (codes apply only to titles, not individuals; se ns on page 3(: ayee code (if any) |
| Note: Check the a LLC if the LLC is o another LLC that is is disregarded from | I united liability company. Briter the tax classification (C-C corporation, S-G corporation, P-Partemhility) Meter, Check the ageografie to an it the line above for that classification of the angle-member source. Do not divert, the line above the that classification of the angle-member source of the LLGs and the LLC that is designed into the member source. The classification to the first classification to the source of the LLGs and the LLC that is designed into the analyzed base of the angle-member source of the LLGs and the LLC that is designed into the member source. The classification of the angle-member source of the LLGs and the LLC that is designed into the member source. The classification of the angle-member source of the LLGs and the line the | | | | | |
| 5 Address (number, stre | et, and apt. or suite no.) See inst | ructions. | | Requester's name | | |
| 6 City, state, and ZIP or | ode | | | - | | |
| 7 List account number(s | i) here (optional) | | | 1 | | |
| art Taxpayer | Identification Number | (711) | | | | |
| | riate box. The TIN provided r | | niven on line 1 to a | social se | ourity numb | ber |
| ackup withholding. For ind sident alien, sole proprieto | viduals, this is generally your e, or disregarded entity, see t dentification number (EIN). If | social security num he instructions for P | er (SSN). However, art I, later, For other | for a pet a or | - | - |
| | re than one name, see the in ter for guidelines on whose n | | Also see What Nam | e and Employer | - | ion number |
| A | | | | | _ | |

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Inder penalties of perjury, I certify that

. The number shown on this form is my correct taxpayer identification number for I am waiting for a number to be issued to mei; and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out loss 7 above if you have been notified by the ISG had you are consently subject to backage withhoused postoses you have black for any lativest and deviations or you tare and must For earl latest transcripts. You for adoption for any post or adoption or addiption or add

Sign Here U.S. person ►

General Instructions . Form 1099-DIV (dividends, including those from stocks or mutual Section references are to the Internal Revenue Code unless otherwise proceeds) Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9. transactions by brokers) Purpose of Form An individual or entity (Ecom W-9 requested who is required to file an An individual or entity (norm W-9 requester) who is required to life an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social socurity number 1098-T (tuition)

(SSN), individual taxpaver identification number (TIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to the following · Form 1099-INT (interest earned or paid)

Cat. No. 10231X

. Form 1099-MISC (various types of income, prizes, awards, or gross · Form 1099-B (stock or mutual fund sales and certain other . Form 1099-S (proceeds from real estate transactions)

Date >

. Form 1099-K (merchant card and third party network transactions) Form 1098 (home mortgage interest), 1098-E (student loan interest). · Form 1099-C (canceled debt)

. Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN, If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding.

Form W-9 (Rev. 10-2018)

Supplies:

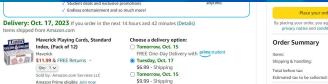
| 1. Sunflowers | Supplies | 2 x \$19.89 | \$0.00 🔸 |
|-----------------------|----------|-------------|----------|
| 2. western wall decor | Supplies | 1 x \$14.99 | \$14.99 |
| 3. green curtain | Supplies | 1 x \$7.99 | \$7.99 |
| 4. coconut bowls | Supplies | 1 x \$29.99 | \$29.99 |
| 5. gold curtains | Supplies | 1 x \$9.99 | \$9.99 |
| 6. leaf garland | Supplies | 2 x \$26.98 | \$0.00 🗸 |
| 7. leaf backdrop | Supplies | 1 × \$22.80 | \$22.80 |
| 8. palm tree | Supplies | 1 x \$25.95 | \$0.00 🕹 |
| 9. cowboy hats | Supplies | 1 x \$29.98 | \$0.00 🗸 |
| 10. wood backdrop | Supplies | 1 x \$33.99 | \$33.99 |

Add gift options

| Rev | iew Line Item | | | |
|--------|--|-------------------|----------------|-----------------|
| Line I | Item Category | | | |
| Name | P | | | |
| Extr | a Decks of Card | | | |
| Desci | ription | | | |
| | w more decks of playing ca ing tournaments | ards for the incr | eased volume o | of participants |
| | os://www.amazon.com/gp/ d=ATVPDKIKX0DER&th=1 | /product/B07YY | S5VMK/ref=ox_ | sc_act_title_1 |
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| 1 | X \$ 1 | 9.7 | \$19.70 | |
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| | | | | CLOSE |
| _ | | | | CLUSE |
| J | Place your orde | er | | |
| | By placing your order, you agr privacy notice and conditi | | | |
| | Order Summary | | | |
| | Items: Shipping & handling: | \$11.99 \$6.99 | | |
| | Total before tax: Estimated tax to be collected: | \$18.98 | | |

\$19.70

Order total:



Group Vehicle Rental

• All requests are recommended to be submitted a minimum of 4 weeks in advance before the date of travel.

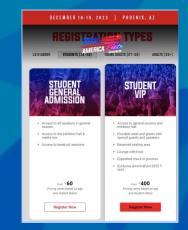
• Travel must be domestically within the U.S. only.

• This form is now your vehicle request form and your funding form.

Individual Travel

- In order to be reviewed, RSO President/Financial Officer must send an email to slffin@gvsu.edu with the name of the student approved.
- Each RSO member requesting funding must submit their own request.
- Only 5 students per organization are eligible to receive funding per year (max \$500 each student).

| 7:11am 7:24am | Fri, Jan 12 Fri, Jan 12 Brouble Arrays & Ar | Grand Rapids (GRR) Chicago (ORD) | Basic Econom Nonstop - 1h 13i O 🗢 🛎 🖉 |
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Competition/Organizational Dues

- All requests are recommended to be submitted a minimum of 4 weeks in advance before the date of travel.
- Must be used as a group competition fee or dues associated with attending an event.
- No per person rates are allowed.

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| | ABOUT MEMBERS SIGNATURE PROGRAMS CONFERENCE ETHICSBOWL MEMBER Y in () PROGRAMS & EVENTS NEWS - If your structorizes on there one of the trace criteria above, our your believe your school has so oner externating - if your structorizes, you may email John Garcia at jurner/Bibling/percellege.edu and make a request to be allowed to compose to circumstances, you may email John Garcia at jurner/Bibling/percellege.edu and make a request to be allowed to compose to in the structure of the structur | |
| 2 | the virtual bowl. | |
| 8 | Important Information | |
| 3 | All schools must gay a \$130.APE Intercollegiste Ethics Bowl® program participation free to APE to participation in the regional competitions. Most regions have an additional "host fee" to cover their local costs which, this year, is also paid to APE at the time of registration. Those funds will be distributed to the regions at the close of registration. There is no requirement for APE membership for regional teams. Teams that qualify for the APE Intercollegiste Ethics Bowl® national competition will pay an additional national | |
| 4 | competition registration fee to APPE after the regional competitions are completed and the qualifying teams are announced. You cannot register for nationals before receiving a qualifying bid from your regional competition. Click here for more information about the national competition. | |
| 5 | Your team will not be considered 'registered' for any competition until all required forms and fees have been submitted. Some of the source material cited in the cases may be behind paywalls that individual students may have difficulty accessing. Since calleges will most term have institutional access to these resources, cacches may need to help their team members access these materials through the institution. In the case that institutional access to these most of the case that institutional access to these most of the case that institutional access is unavailable, you can request the original source materials through the chair of the APPE IEB8 Council, John Garcia at jgarcia@harpercollege.dub | |

| ABOUT MEMBERS SIGNATURE PROGRAMS CONFERENCE ETH | IICSBOWL <u>MEMBER</u> Y in © |
|---|--|
| PROGRAMS & EVENTS NEWS | LOGIN |
| 22 teams total: 1st team from a newly registered school; 2nd | Two-Year |
| team from already registered school. If there are more teams | Host Institution and location: Bakersfield College |
| than spots available, random draw of all teams registered by | Date: Saturday, November 18, 2023 |
| that deadline. If a team drops out after the deadline, we will | Fee: No Fee |
| go to the schools who registered teams that have no yet been | Contact: Gregory Wright (gregory.wright@snow.edu) and |
| placed in the order they were received. | Bryran Russell (bryan.russell@bakersfieldcollege.edu) |
| Mid-Atlantic | Other: Limited to 12 teams. |
| Host institution and location: University of North | Upper Midwest |
| Georgia (Gainesville) | Host institution and location: University of Chicago |
| Date: Saturday, November 11, 2023 | Date: Saturday, November 11, 2023 |
| Fee: \$300/team | Contact: Amie Clark (uchicagoethicsbowl@gmail.com) |
| Contact: Rose Procter (rose.procter@ung.edu) | Fee: \$175/team |
| Other: Limited to 20 teams. Teams are admitted on a first | Other: Limited to 20 teams. Priority will be give to teams who |
| come, first serve basis. The 1st team deadline is September | typically compete in the Upper Midwest Region. Schools may |
| 29. If there are still open spots, then we will open a 2nd team | register one team until Oct. 1st. On Oct. 1st, registration will |
| registration with a deadline of October 15. | open for additional teams and schools. on a first come, first |
| Northeast (FULL*) Host Institution and location: University of Baltimore | serve basis. |

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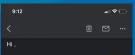
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|--|--|--|---|---|---------------------------|--|
| | our income tax return). Name is r | | not leave this line blan | k. | | |
| 2 Business name/disreg | garded entity name, if different fro | m above | | | | |
| tollowing seven boxe | prietor or C Corporation | the person whose name | is entered on line 1. C | Theck only one of the | certain en instruction | sons (codes apply only to titles, not individuals; se is on page 3(: syee code (if any) |
| Note: Check the a LLC if the LLC is o another LLC that is is disregarded from | mpany. Enter the tax classification ppropriate box in the line above 1 lassified as a single-member LLC a not disregarded from the owner in the owner should check the app | or the tax classification that is disregarded fro for U.S. federal tax put | of the single-member in the owner unless the poses. Otherwise, a si | owner. Do not check e owner of the LLC is ingle-member LLC that | code (if a | 1 from FATCA reporting |
| 5 Address (number, stre | et, and apt. or suite no.) See inst | ructions. | | Requester's name | | |
| 6 City, state, and ZIP or | ode | | | - | | |
| 7 List account number(s | i) here (optional) | | | 1 | | |
| art Taxpayer | Identification Number | (711) | | | | |
| | riate box. The TIN provided r | | niven on line 1 to a | social se | ourity numb | Ser . |
| ackup withholding. For ind sident alien, sole proprieto | viduals, this is generally your e, or disregarded entity, see t dentification number (EIN). If | social security num he instructions for P | er (SSN). However, art I, later, For other | for a pet a or | - | - |
| | re than one name, see the in ter for guidelines on whose n | | Also see What Nam | e and Employer | - | ion number |
| A | | | | | _ | |

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Inder penalties of perjury, I certify that

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Sign Here U.S. person ►

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Supplies:

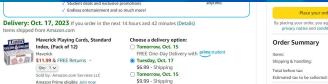
| 1. Sunflowers | Supplies | 2 x \$19.89 | \$0.00 🔸 |
|-----------------------|----------|-------------|----------|
| 2. western wall decor | Supplies | 1 x \$14.99 | \$14.99 |
| 3. green curtain | Supplies | 1 x \$7.99 | \$7.99 |
| 4. coconut bowls | Supplies | 1 x \$29.99 | \$29.99 |
| 5. gold curtains | Supplies | 1 x \$9.99 | \$9.99 |
| 6. leaf garland | Supplies | 2 x \$26.98 | \$0.00 🗸 |
| 7. leaf backdrop | Supplies | 1×\$22.80 | \$22.80 |
| 8. palm tree | Supplies | 1 x \$25.95 | \$0.00 🕹 |
| 9. cowboy hats | Supplies | 1 x \$29.98 | \$0.00 🗸 |
| 10. wood backdrop | Supplies | 1 x \$33.99 | \$33.99 |

Add gift options

| Rev | view Line Item | | | |
|-------|--|-------------------|-----------------|----------------|
| Line | Item Category | | | |
| Nam | e | | | |
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| | ew more decks of playing c ing tournaments | ards for the inc | reased volume o | f participants |
| | ps://www.amazon.com/gp id=ATVPDKIKX0DER&th=1 | /product/B07Y | YS5VMK/ref=ox_s | c_act_title_1 |
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| Dow | nload Support Document | | | |
| 11-14 | 4-23 Euchre Tournament Am | azon Picture.pn | g | |
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| | By placing your order, you ag privacy notice and condit | | | |
| | Order Summary | | | |
| | Items: Shipping & handling: | \$11.99 \$6.99 | | |
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\$19.70

Order total:



Group Vehicle Rental

• All requests are recommended to be submitted a minimum of 4 weeks in advance before the date of travel.

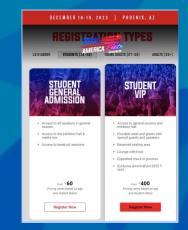
• Travel must be domestically within the U.S. only.

• This form is now your vehicle request form and your funding form.

Individual Travel

- In order to be reviewed, RSO President/Financial Officer must send an email to slffin@gvsu.edu with the name of the student approved.
- Each RSO member requesting funding must submit their own request.
- Only 5 students per organization are eligible to receive funding per year (max \$500 each student).

| inal total p | 46 + \$79,93 (taxes) = rice (taxes included) \$46/mo with affirm). Learn more | 500.39 | | | SELECT > |
|--------------|---|-------------------|----------------------------|---|---|
| | American Airlines Flight 4408 @ | 7:11am 7:24am | Fri, Jan 12 Fri, Jan 12 | Grand Rapids (GRR) Chicago (ORD) | Basic Econom Nonstop - 1h 13i O 🌣 🗮 🖉 |
| | | | | short connection) | |
| 1 | American Airlines Flight 2285 🕲 | 8:15am 10:43am | Fri, Jan 12 Fri, Jan 12 | Chicago (ORD) Santa Ana (SNA) | Basic Econom Nonstop - 4h 28r |
| iotal Trip 1 | Time (including layovers): 6h 32m | | | | Select this departur |
| 1 | American Airlines. Flight 2462 🕲 | 1:41pm 7:45pm | Mon, Jan 15 Mon, Jan 15 | Santa Ana (SNA) Chicago (ORD) short connection) | Basic Econom Nonstop - 4h 4n |
| | American Airlines Flight 4617 🔞 | 8:41pm 10:42pm | Mon, Jan 15 Mon, Jan 15 | Chicago (ORD) Grand Rapids (GRR) | Basic Econom Nenstop - 1h In |
| • | | | Insubic Newsys Ac An | | 0 7 2 4 |



Competition/Organizational Dues

- All requests are recommended to be submitted a minimum of 4 weeks in advance before the date of travel.
- Must be used as a group competition fee or dues associated with attending an event.
- No per person rates are allowed.

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|---|---|---|
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| | $\leftarrow \ \ \rightarrow \ \ C \ \ (a \ \ appe-ethics.org/regional-competitions) \qquad \qquad$ | 1 |
| | ABOUT MEMBERS SIGNATURE PROGRAMS CONFERENCE ETHICSBOWL MEMBER V in () PROGRAMS & LVENTS NEWS UCORN OF | |
| 2 | the drifted loce, you may chain and decise a gain they may be compared and make a request to be mored to compare in the drifted lood. | |
| l | Important Information | |
| 3 | All schools must pay a \$130 APPE Intercellegiate Ethics Bowl® program participation fee to APPE to participate in the regional competitions. Most regions have an additional "host fee' to cover their local costs which this year, is also paid to APPE at the time of registration. Those funds will be distributed to the regions at the close of registration. There is no requirement for APPE membership for regional teams. Teams that upditive functional theorem between the close of the clo | |
| 4 | rears this quark you take rr - following the cube shows taken as competition imply an addition in reasonal competition registration for to APPE after the regional competitions are completed and the qualifying taxes are announced. You cannot register for nationals before receiving a qualifying bid from your regional competition. Click here for more information about the national competition. | |
| 5 | Your team will not be considered 'registered' for any competition until all required forms and fees have been submitted. Some of the source material cited in the cases may be behind paywalls that individual students may have difficulty accessing. Since colleges will most then have institutional access to these securces, cacches may need to help their team members access these materials through the institution. In the case that institutional access is unavailable, you can request the original source materials by contacting the Chair of the APPE IEB® Council, John Garcia at jurn/college harmonications. | |

| ABOUT MEMBERS SIGNATURE PROGRAMS CONFERENCE ETH | IICSBOWL <u>MEMBER</u> Y in © |
|---|--|
| PROGRAMS & EVENTS NEWS | LOGIN |
| 22 teams total: 1st team from a newly registered school; 2nd | Two-Year |
| team from already registered school. If there are more teams | Host Institution and location: Bakersfield College |
| than spots available, random draw of all teams registered by | Date: Saturday, November 18, 2023 |
| that deadline. If a team drops out after the deadline, we will | Fee: No Fee |
| go to the school swho registered teams that have no yet been | Contact: Gregory Wright (gregory.wright@snow.edu) and |
| placed in the order they were received. | Bryran Russell (bryan.russell@bakersfieldcollege.edu) |
| Mid-Atlantic | Other: Limited to 12 teams. |
| Host institution and location: University of North | Upper Midwest |
| Georgia (Gainesville) | Host institution and location: University of Chicago |
| Date: Saturday, November 11, 2023 | Date: Saturday, November 11, 2023 |
| Fee: \$300/team | Contact: Amie Clark (uchicagoethicsbowl@gmail.com) |
| Contact: Rose Procter (rose, procter@ung.edu) | Fee: \$175/team |
| Other: Limited to 20 teams. Teams are admitted on a first | Other: Limited to 20 teams. Priority will be give to teams who |
| come, first serve basis. The 1st team deadline is September | typically compete in the Upper Midwest Region. Schools may |
| 29. If there are still open spots, then we will open a 2nd team | register one team until Oct. 1st. On Oct. 1st, registration will |
| registration with a deadline of October 15. | open for additional teams and schools. on a first come, first |
| Northeast (FULL*) Host Institution and location: University of Baltimore | serve basis. |





https://gvsu.co1.qualtrics.com/jfe/form/SV_22ZSEULwToK8Xcy

Please complete this survey to ensure attendance is documented.