



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

Office of Residential Life/Learning Communities  
Division of Enrollment Management & Student Affairs

**Faculty-Staff-Student Interaction Program W-Dollars Application**

Instructions

- Fill out the requested information below regarding the proposed event and submit the completed application to Joe Franek, Director of Residential Life/Learning Communities, for approval **at least five business days prior to the event**. The form may be faxed to 395-2732 or sent intercampus mail. Approval or denial will be sent to the host's email address listed on the application prior to the event.
- If approved, you will need to pick up the Wegmans Shoppers Club card, pin number, and instructions from Berni Simmons in Residential Life/Learning Communities, Seymour Union – Lower Level, the day you will be making your purchases or on Friday if purchasing items over the weekend.
- Please note: This program is being made possible through New York State funds and programs **must meet all normal guidelines for fund usage (refer to the revised guidelines link)**. **The purchase of alcoholic beverages is not allowed nor is the funding of gifts or parties.**
- The maximum purchase allowed is \$50 per event.
- The original Wegmans **receipt** and Shoppers Club for Business card must be returned **immediately** to Berni Simmons in Residential Life/Learning Communities, Seymour Union – Lower Level, or on the next business day if purchases are made in the evening or on the weekend.

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Name of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Date of Event: \_\_\_\_\_

# of Students Expected to Attend: \_\_\_\_\_ # of Faculty/Staff Expected to Attend: \_\_\_\_\_

Name and Department of Host: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_

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<u>FOR OFFICE USE ONLY</u>	
Approved: Yes _____ No _____	
FSSIP # _____	
Date Received _____	Date of Decision _____