

# REQUEST FOR FUNDING

Student Clubs and Organizations



A club with official status may request funds from the Student Life Club Budget.

## Guidelines:

1. The activity/expense should have an educational related purpose and benefit the college as a whole.
2. Gifts, club parties, tuition, alcohol or donations for will not be funded.
3. Requests for Funding must be submitted **at least two days in advance to the Coordinator of Student Engagement and Activities**. For discussion at the Student Senate meeting, submit the Request for Funding to the Student Senate Office.
4. Requests recommended for funding by the Student Senate should be forwarded to the Student Activities Coordinator to ensure proper Business Office procedures are followed.

## Required Follow Up

Any Club receiving college funding must conduct a follow-up activity within two weeks of the funded event. A Club/Organization Event Evaluation must also be completed. Please indicate your preferred follow-up activity and your expected time frame of completion below:

- If you are attending a conference, each student submits a typed reflective paper to the Student Activities Coordinator.
- Present a summary to a class (identify class/instructor/date of presentation).
- Write an article to be potentially included in the Student Newspaper – The Campus Eye.
  - o Submissions must adhere to the [Newspaper Submission Guidelines](#) in order to be considered for publishing. Submit stories to [thecampuseye.arcc@gmail.com](mailto:thecampuseye.arcc@gmail.com) and the Coordinator Student Engagement and Activities
- Prepare a visual (video, poster, collage, etc. for public display). Then set up an information area in order to inform others about your experience.
- Other (must be pre-approved by Coordinator of Student Engagement and Activities).

Club \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Description of Event/Activity \_\_\_\_\_

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Purpose of Event/Activity \_\_\_\_\_

Amount Requested from Budget \$ \_\_\_\_\_

Club Advisor's Signature: \_\_\_\_\_

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## Student Senate Recommendation:

Full Approval     Partial Approval \$ \_\_\_\_\_     No Approval

Comments: \_\_\_\_\_

\_\_\_\_\_  
Student Senate President Signature

\_\_\_\_\_  
Coordinator of Student Engagement and Activities Signature