

REQUEST FOR FUNDING - TRAVEL

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 for Travel with airfare must be submitted **at least two months in advance of the expected travel date 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 Coordinator of Student Engagement and Activities 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 Coordinator of Student Engagement and Activities
- 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 and the Coordinator of 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 _____

Itemized Breakdown of Expenses

Travel \$ _____

Food \$ _____

Hotel/Stay \$ _____

Meal \$ _____

Other Costs \$ _____

Other Costs \$ _____

Other Costs \$ _____

Total Expense of Event/Activity \$ _____

Amount Requested from Budget \$ _____

_____ **Submit a Complete Itinerary**

_____ **Submit a List of Traveling Students**

Location of Hotel: _____

Travel Type: Bus/Plane/Train/Other, Specify: _____

Attach supporting documents with request

Club Advisor's Signature: _____

Student Senate Recommendation:

Full Approval **Partial Approval** \$ _____ **No Approval**

Comments: _____

Student Senate President Signature

Coordinator of Student Engagement and Activities Signature

Copy to: Advisor, Student Senate Clubs Coordinator, Coordinator of Student Engagement and activities