REQUEST FOR ADDITIONAL FUNDING
Student Clubs and Organizations

A club/organization with official status may request funds from the Student Life Budget above the amount approved annually by the Student Life Budget Committee.

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 to the Coordinator of Student Engagement and Activities at least two days in advance of the next Student Senate meeting.
4. A representative of the club/organization should attend the Student Senate meeting for discussion.

Guidelines for club/organization travel:
1. Requests for Additional Funding for Travel that requires booking flights or hotels must be submitted at least two months in advance of the expected travel date to the Coordinator of Student Engagement and Activities.
2. Requests for funding for travel must also include an Out of State Travel/Special Expense Form with the breakdowns of expenses and itinerary. Students traveling on behalf of any club/organization must report back to that club/organization with a presentation or reflective essay.

Club/Organization Name _____________________________________________________________
Contact Person __________________________ Email ________________________________
Description of Event/Activity _______________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Date(s) ___________________________ Time(s)________________________________________
Purpose of Event/Activity ___________________________________________________________
______________________________________________________________________________
Amount Requested $________ Club/Organization 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 ____________________________

Updated 8/1/2019