



REQUEST FOR 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 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:** _____

Student Senate Recommendation:

Full Approval Partial Approval \$ _____ No Approval

Comments: _____

Student Senate President Signature

Coordinator of Student Engagement and Activities Signature