



## 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 will not be funded.
3. Requests for funding must be submitted **to the Assistant Director of Student Activities and Wellness Programs 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 Assistant Director of Student Activities and Wellness Programs.**
2. Requests for funding for travel must also include an Out of State Travel/Special Expense Form with the breakdowns of expenses and itinerary.
3. Students traveling on behalf of any club/organization may be asked to 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

\_\_\_\_\_  
Assistant Director of Student Activities and Wellness Programs Signature