



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: _____

Student Senate Recommendation:

☐ Full Approval ☐ Partial Approval \$ _____ ☐ No Approval

Comments: _____

Student Senate President Signature

Assistant Director of Student Activities and Wellness Programs Signature