

Fall Club Application/Funding 2016-2017

Drop off completed forms at the Student Life office. Applications are due by **September 14, 2016 by 5 p.m.**

Name of Club/Organization:

Circle one: New club Continuing Club *Revised Club

Purpose:

Faculty Sponsor:

Phone:

Email:

Faculty signature

Officers or Steering Committee for 2016-17:

(Please note the contact person for your club and officers with an *)

Name:

Email:

Approximate number of active members:

With what frequency will your club be meeting?

On a separate sheet, please include the following:

- A copy of last year's itemized budget if applicable
- Detailed breakdown of planned events, activities, and/or materials and their respective costs and approximate dates
- List of goals, including an explanation for how your club will promote and foster an inclusive campus community
- Any other club costs
- Total amount of funding requested for the upcoming academic year

Keep in mind that the more detailed information you provide to answer the above greatly impacts our decision regarding the amount of funds to allocate to your club.

Web page address (optional):

(Student Senate and Student Activities have web pages in which a link to your club page can be provided.)

By submitting this application, we hereby acknowledge the guidelines and standards below.

1. The organization will provide receipts for reimbursement and have the faculty adviser sign off on all expenditures for the money given and spent.
2. All advertising for events, in all media, will have included in/on it “Sponsored by Student Senate.”
3. Clubs will be held responsible for events/activities in which funds are requested. Follow-up will be conducted by Student Senate.
4. Distribution of funds for the academic year will be partially based on the usage of requested funds from the previous year.
5. Requested funds not used by the end of the school year will be returned to the general pool.
6. All events/activities must abide by the Commitment to Community Standards.
7. **This application applies only to clubs requesting funds for a normal operating budget. In order to request funding for large events, trips or guest speakers, clubs must submit an additional funding request form at the later appropriate date.**

Club/Organization requesting club funding may be contacted by Student Senate for a more detailed explanation and/or an invitation to present the request at a Student Senate meeting.

Student Senate use only

Amount of funding granted:

Date:

Comments: