

Student Senate

Request for Funds-- Student Organizations

For Office Use Only:☐ Approved ☐ Not Approved

Date Received: _____ Date Voted on By Senate: _____

Amount: \$ _____ Senate Treasurer Signature _____

For Accounting:Transfer from account # : **01-10-53400-63700 (DC Student Senate)**into account #: **01-10-23000-23030 (Student Orgs.)** Project Code: _____

STUDENT OVERVIEW

Recognized Student Organizations may request funds from the Student Senate by completing the Funds Request Form. A *maximum* of \$300 may be awarded per fiscal year, and the following criteria must be met:

1. Student Organization must express an appropriate need for funds (reviewed by the Student Senate Treasurer Committee).
2. Student Organizations must be in good standing with the University and the Department of Student Affairs.
3. Club representatives will be required to attend and to do a short presentation post event at a forum to be scheduled at a later date.

The Senate Treasurer Committee will NOT consider the following requests:

1. Requests that are incomplete or missing elements.
2. Requests for club funds that have previously been granted during the same fiscal year.

CONTACT INFORMATION

Organization: _____

Representative 1: _____ Email: _____

Representative 2: _____ Email: _____

Request Information

Amount Requested: \$ _____ Club Contributions: \$ _____

Current Club Balance: \$ _____

Total Cost of What You're Purchasing: \$ _____

Fundraising efforts by the Club: _____

Amount raised: \$ _____

Event Information (if you are hosting an event)

Will the event be on campus? ☐ YES ☐ NO

Will there be food available to participants? ☐ YES ☐ NO

Are you charging for the event? ☐ YES ☐ NO

PLEASE PROVIDE A DETAILED DESCRIPTION OF REASONING FOR REQUEST/USE OF FUNDS:

PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WILL HELP YOUR ORGANIZATION:

PLEASE LIST ANY OTHER DETAILS PERTINENT TO THE FUNDS REQUEST:

**** Please submit completed application to Executive Treasurer,
Picabo Caldwell pcaldwell02@parker.edu ****

**** Applications are due one week prior to Senate meetings, which are scheduled during
weeks 4, 9, and 13 of each trimester. ****