Student Senate

Fund Request Policy & Procedure

The purpose of this document is to further assist club and organization leaders in a more smooth and concise fund request process. Each club and/or organization looking to attain funds from Student Senate should complete a budget using the following format and guidelines, to be submitted at the beginning of each semester; on or before the announced date.

Fund Request Process

The Fund Request Process starts by each registered club and organization submitting a prepared budget to the Student Senate Secretary by the announced date, in the required format (found on page 2). Student Senate will hold a meeting in which one representative from each club or organization requesting funds must attend. This meeting will allow each representative to explain and answer any questions Student Senate members might have which will assist in making a final decision.

After the fund request process is complete, Student Senate will look at the following criteria to be considered in regards to funding as follows:

      I.   Clubs and Organizations solely funded by Student Senate
     II.   Clubs, Organizations and groups who fundraise to support their efforts and need additional support
    III.   Number of Student affected by funding provided
    IV.   Departments/organizations funded by other sources/institutional departments (CAB, academics, athletics, Student Affairs, etc.) looking for additional funds to assist in their programming efforts.

Funded Items

Student Senate is eager to work with club and organization leaders to provide a diverse program of social, cultural, educational and recreational activities to the Thomas College community. However, there are some restrictions set in place as to what Senate will not fund:

- Food (in regards to personal meals)
- Clothing
- Alcohol
- Senior gifts
- Club / Professional Dues
- Service programs if required by club/department/group

- Hotel and transportation (*Senate will consider one or the other, not both. The club requesting funding should only list one of the two*)
- Items from the Thomas College Bookstore (*these items should be purchased through the Student Life office*)

[Organization Name] – [Fall or Spring] Semester [Year]

[Description of organization, goals, mission, etc.]

Number of Active Members: _____

We are required to provide/complete community service programs? (*Yes* or *No*) _____

[Event name here]
[Enter description of event, what the group plans on doing, when and where the event is going to take place, how students are involved, and any other information Student Senate should know. Be specific!]
Number of Members participating: _____   Number of Students affected and the impact
the program has on these students: _____
_____
_____

Resources needed:

[Item 1 - identify need]	$1.00
[Item 2 - identify need]	$2.00
[Item 3 - identify need]	$3.00

Event Total: $00.00
Organization Contribution: $00.00
Amount Requested: $00.00

[Event name here]
[Enter description of event, what the group plans on doing, when and where the event is going to take place, how students are involved, and any other information Student Senate should know. **Be specific!**]

Number of Members participating: _____   Number of Students affected: _____

Resources needed:

[Item 1 - identify need]	$00.00
[Item 2 - identify need]	$00.00
[Item 3 - identify need]	$00.00

Event Total: $00.00
Organization Contribution: $0.00
Amount Requested: $00.00

List of Semester Fundraisers and anticipated money raised as well as additional outside funding sources:

Fundraiser 1
Fundraiser 2
Outside Funding Source 1
Outside Funding Source 2

Individual Member Contributions *(if applicable)*:

Dues   ($20 x 6 members) $ 00.00
Member Contribution to event(s) $00.00

                          Student Contribution Total: $00.00

Total Amount Requested from Senate: $00.00

By signing this document I understand that any funding that my student organization receives from Student Senate will not be issued until a Plan of Action and/or Fundraising form has been submitted and approved with the Student Life Office.

Organization Contact: _____
                          Name and Office

Advisor Signature: _____

Department Director (if applicable): _____

Note: If your organization is receiving additional funding from another department, then Student Senate will require the event to be pre-approved by the Department Director.

~ Student Senate Use Only ~

Comments:

Final Amount Approved: $_____

Conditions applied (if any)