

Student Senate Funding Request

Please complete sections one through four of this form. Present this form to the Student Senate Advisor at least two weeks prior to the general business meeting in which the motion will be entertained. Section five will be completed at the Business Meeting immediately following the approval or disapproval of the motion before the Senate.

Section One: Motion

I, _____, move that _____ dollars
(Senator's Name) (Amount of Request)

be allocated to the _____ for the purpose of _____
(Name of Club, Organization, or Committee)

(Brief Description of the Purpose, Activity, or Event)

Section Two: Budget

Please give a budget summary of the activities, supplies, and other expenses for which this request will be used. Be brief, but include enough detail to justify your request. Any request that exceeds \$1,000 should include at least 10% of funds from fundraising efforts.

Activity, Supply, Etc.	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Request:	_____

Section Three: Justification

Please give a brief description of the justification for funding and/or the impact that a lack of funding might have upon the club or organization. Describe the fundraising efforts your club, organization, or committee has attempted to fund this request.

Senator's Signature

Advisor's Signature

Section Four: Disbursement

Student Activity funds will not be available until the date the funds are required for the activity, supply, or other need. Please list below the date these funds are required and the justification for this deadline.

Date Required: _____ Justification: _____

Section Five: Student Senate Approval

Please indicate below the date the motion was approved or not approved.

Approved Not Approved Date: _____

Budget Allocation Process

1. The club, organization, or committee should meet with the club, organization, or committee's advisor to discuss the rationale for funding and prepare the Funding Request Form.
2. The Funding Request Form should be submitted to the Student Senate Advisor at least two weeks prior to the next Senate business meeting and at least six weeks before the date the funds are required. Please refer to the Senate Meeting dates for specific information on meeting times.
3. The Student Senate Executive Committee will review the form prior to the next business meeting. The request will either be placed on the agenda for the upcoming business meeting or returned to the club or organization for further action. Reasons for returning the form may include inadequate information, lack of appropriate signatures, or inability to access funding for those clubs or organizations that are currently on inactive status in accordance with the Student Senate Constitution.
4. If forwarded by the Executive Committee and placed on the Senate Meeting Agenda, the form will be returned to the Senator at the beginning of the Senate Meeting. The Senator representing the club, organization, or committee should then present the motion during New Business at that Senate Meeting as indicated by the Agenda.
5. If the motion for funding is approved by the Senate, the Senator presenting the motion should check "approved," write the date, and give the form to the Senate Advisor at the end of the business meeting.
6. An Initial Requisition will then be completed by the Senate Advisor and will be forwarded to the Business Office.
7. A check for the requested amount will be available in the Business Office beginning on the day requested. Funds should be picked up by the club or organization's advisor and will not be available until the date requested on the form.
8. Receipts for all funds spent must be submitted to the Senate Advisor at least 30 days following the expenditure. Unused funds should be returned to the Business Office for credit back to the Student Senate.

For any questions or for further assistance, please contact the Student Senate Advisor at 686-3652, or visit the Wynn Center, room 1309.