

Student Senate Budget Request Form

This request must be submitted in person to Student Senate two weeks prior to receiving funds.

Club _____

Club Advisor _____ email _____ phone _____

Club President _____ email _____ phone _____

Club's 15 digit account code _____ Amount Requested _____

Activity for which the funds are being requested (please be specific) _____

Date of Activity _____ Location of Activity _____

In order to be approved for funds each club must participate in 1 community service event and 1 student activities board (SAB) (on campus) event *each* semester. One club member must be in attendance at minimum once a month (unless otherwise approved by senate) for Student Senate Meetings (1st and 3rd Wednesday's UU 410). Attendance is verified through the sign in sheet at every meeting held.

If requesting funds in the fall semester the club must document their plan for community service and SAB event for the spring semester.

Fall community activity _____ Date _____ SAB _____ Date _____

Spring community activity _____ Date _____ SAB _____ Date _____

Attendance requirements met? Yes ___ No ___ If attendance has not been met the club can participate in further community service: 6 hours community service=1 meeting missed.

Additional community service if needed _____ Date _____

Signature of Advisor _____ Date _____

Signature of Club President _____ Date _____

Please attach an itemized budget for the activity in which you are planning on attending. Include travel, lodging, registration etc.

The club **must** give a presentation to the Student Senate after the event has taken place

For Senate Use Only:

Has club met community service requirements? Yes ___ No ___ Has club met SAB requirements? Y ___ N ___

Has club met Student Senate meeting attendance requirements Y ___ N ___ If marked no community services additional hours met? Y ___ N ___

Amount approved _____ Signature of Senate Treasurer _____

Comments _____

