

Student Senate Funding Request Form

* Please review and keep for your records.

The Funding Process:

1. Complete this form and submit it to the Center for Student Involvement (CSI), COM 309.
2. Meet with the Student Senate Budget Committee to review your request. The Senate Treasurer will contact you concerning a meeting time and place.
3. The first Monday following the Budget Committee Review, the Student Senate, in General Assembly, will vote on your request. You are expected to present a brief and clear explanation of your request and be prepared for any questions any Senator might have. Remember that Senators in the General Assembly have the final vote, so be as prepared as possible. This meeting is held Mondays, beginning at 12:00 p.m. in the Virginia Krebs Community Room, CC107.
4. You will be contacted by the Senate Treasurer following the Senate meeting concerning your funds as allocated by the Senate's General Assembly.

Requirements:

- Fill out this packet as completely as possible. The more information you provide, the easier it is for the Budget Committee to determine funding and the Senate General Assembly to pass it.
- Come prepared to the Budget Committee and General Assembly meeting. Have as much information possible about your club and the event you want to attend or are hosting.
- Present all available receipts and evidence of the estimated costs from previous activities and/or trips. If this is your first time asking for funding, present a detailed statement of the actual and estimated costs you will incur.
- The club or organization shall provide a statement of how much money was fund-raised up to date. In our review meeting, the decision is made upon a point system in which fundraising efforts are very significant.

Things to keep in mind:

The Budget Committee will try to be as prompt as possible in determining funding for your event. However, it is the Senate Treasurer's and Budget Committee's full right to request more information from you for accurate decision making. Your cooperation and patience is appreciated during this process.

If you have any questions, please do not hesitate to contact the Senate Treasurer at (913) 469-3414, or stop by the Senate office in COM 309.

Requisites

The Budget Committee funds clubs and organizations as fair as possible by listening to requests, looking over accomplishments and efforts made by members of the clubs and organizations, and eventually voting on it with a 2/3 majority having it pass in the Student Senate General Assembly. Before any request goes to the General Assembly, it is first presented to the Budget Committee. The committee will come up with a percentage to present to the Senate.

The Budget Committee looks for the following in order to determine a final amount to fund any club or organization, based on a point system:

- Previous years' account of spending: 15%
(Receipts from previous years, and estimated costs should be provided in order to obtain 15 points.)
- Where the money will be designated: 15%
(A clear and detailed statement of expenditures should be provided in order to obtain full points in this category.)
- Club status: 20%
(The club requesting funds should be active, meaning that it should have at least 10 active members, assigned officer roles, and consistent meeting times.)
- Benefits of event to members of club, JCCC and/or community: 25%
(The event or trip for which funds are requested should benefit the entire community, or specifically, the entire club/organization.)
- Prior fundraisers and other sources of funding: 25%
(The club/organization should display fundraising efforts and is expected to fund-raise a minimum of 25 – 50% of the actual cost of the event/trip in order to get full credit in this category.)

If you have any questions, do not hesitate to contact the Senate Treasurer at ext. 3414 or stop by the Senate Office in COM 309. You can also e-mail her at ggalanou@stumail.iccc.edu.

Student Senate Funding Request Form

* Please complete this form and attach any information that would be helpful in making an informed decision.
Submit to the Center for Student Involvement, COM 309, at least one month prior to activity date.*

STUDENT ORGANIZATION NAME: _____

FORMATION DATE: _____

ACTIVITY DESCRIPTION & PURPOSE:

ACTIVITY DATE: _____

NUMBER OF STUDENTS PARTICIPATING: _____

Actual Cost per Student

TRANSPORTATION COST PER STUDENT: _____

REGISTRATION FEE(S): _____

HOTEL EXPENSES: _____

TOTAL AMOUNT PER STUDENT: _____

Funds Requested per Student

TRANSPORTATION COST PER STUDENT: _____

REGISTRATION FEE(S): _____

HOTEL EXPENSES: _____

TOTAL AMOUNT PER STUDENT: _____

To be filled at submission to Center for Student Involvement:

CSI Staff: _____ Organization Representative: _____ Date/Time Submitted: _____

EQUIPMENT (IF APPLICABLE)

ITEM	QUANTITY	EXPENSE	FUNDS REQUESTED	TOTAL
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list all sources of funding, fundraising efforts and amount(s) collected:

STUDENT ORGANIZATION INFORMATION

CLUB OFFICER: _____ POSITION: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE: _____

FACULTY ADVISOR: _____ EXTENSION: _____

EMAIL: _____ BOX #: _____

SIGNATURE: _____

Please note the following:

- Funding requests may not be fully funded.
- Final approval of the request is at the discretion of a 2/3 majority vote of the Senate General Assembly.
- All funding is allocated on a per-student basis, as well as on a first-come, first-serve basis.
- The budget requests per club each semester may not exceed \$9500, which is 25% of the total amount the Budget Committee has to fund clubs and organizations over one entire year.
- Please note that delayed budget request forms are likely to receive limited or no funding, since ability to meet deadlines will be taken into consideration.

DATE: _____

AMOUNT PER STUDENT APPROVED: _____

TOTAL AMOUNT APPROVED: _____

AUTHORIZATION SIGNATURE: _____