

For Administrative Use:  
(Date received)

Senator assigned:

**Semester Deadline for Funding Packets: November 21<sup>st</sup> 2016 at  
5:00pm in ASNAU**

---

**ASNAU**  
**Request for Senate Bill Funding**  
**Initial Application Form**

*Please print clearly and provide the following information. All questions must be completed to be accepted.*

Name(s) of Individual(s) or Club/Group/Org Applying for funds: \_\_\_\_\_

Name(s) of Individual(s) attending: \_\_\_\_\_

Amount being requested: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Date(s) of travel: \_\_\_\_\_

Title of event: \_\_\_\_\_

What will the funds be used for?  
\_\_\_\_\_  
\_\_\_\_\_

How will the event benefit you/the club?  
\_\_\_\_\_  
\_\_\_\_\_

How will the event benefit the NAU student body?  
\_\_\_\_\_  
\_\_\_\_\_

Who will be the primary contact for this Senate Bill: \_\_\_\_\_

Phone number \_\_\_\_\_ NAU Email: \_\_\_\_\_

If you are requesting this on your own behalf, have you been employed by NAU at any time in the past two years? \_\_\_\_\_ If yes, please provide your student/employee id# \_\_\_\_\_

If this request is on behalf of a registered club, group, or organization, has your club, group, or organization received funding from NAU in the past 2 years? \_\_\_\_\_ If not, a NAU vendor request form must be completed and submitted before funding can take place.

Address: \_\_\_\_\_  
Street City State zip

**Please check what the reimbursement will cover**

	\$ Amount		\$ Amount
<input type="checkbox"/> Room Rental:	_____	<input type="checkbox"/> Car Rental:	_____
<input type="checkbox"/> Sodexo Catering:	_____	<input type="checkbox"/> Gas:	_____
<input type="checkbox"/> Flight:	_____	<input type="checkbox"/> Hotel/lodging:	_____
<input type="checkbox"/> Registration:	_____	<input type="checkbox"/> Grnd. Transportation:	_____
<input type="checkbox"/> Equipment Rental			
Rental of:	_____		

Will you be receiving funding form any other sources/campus department?  
 Yes  No

If yes what other sources of funding: \_\_\_\_\_

What will yourself (for individual funding)/ club or organization be contributing to the trip or event?

Amount of contribution: \_\_\_\_\_

What will the contribution be covering: \_\_\_\_\_

**Authorized individuals to pick up check from your organization:**

Name:	_____	NAU email	_____
Name:	_____	NAU email	_____
Name:	_____	NAU email	_____
Name:	_____	NAU email	_____
Name:	_____	NAU email	_____

**\*\*Please attach a copy of event/trip budget\*\***

## ASNAU will not fund the following items:

(As stated in ASNAU By-laws Article X or XI)

5. As per federal, state, NAU and ASNAU guidelines ASNAU will not fund the following: student club and organizational activities.
  - a. Activities that subsidize University administrative services.
  - b. ASNAU will fund politically oriented or religious organizations solely for the administration, execution, or maintenance of non-political/ non-religious programs, services or special events deemed beneficial to the student body by the ASNAU Appropriations Committee and the ASNAU Senate. In such cases the budget request shall state the proposed use of such funds on the request for funding application. For purposes of organization funding, “political” is defined as “having to do with the organization of the individuals who seek to control or influence the action of those who manage affairs of the state.” “Religious” is defined as “having to do with an organization of individuals combining a particular system of faith and worship recognized and practiced by a particular church, sect, or denomination.” The senate funds only secular, non-sectarian activities.
  - c. Activities that provide a service or program more appropriately and effectively performed by an ASNAU or University department.
  - d. Organizations that are requesting funding for salaries or wages.
  - e. Organizations that need funding for scholarships, cash awards, trophies or other prizes.
  - f. Food on campus by any organization that does not have the rights to catering on-campus events. This restriction does not apply to events not occurring on the NAU campus.
  - g. Organizations directly affiliated with the NCAA.
  - h. Funding for club uniforms, jerseys and/or sports equipment that will be kept by the organization.
  - i. Funding for computer equipment, office supplies, or bookkeeping equipment.
  - j. An organization that is requesting money being used to reimburse another club’s activity.
  - k. Organizations that need funding to repay debts.
  - l. Student activities that discriminate on the basis of race, creed, religion, national origin, sex, marital status, sexual orientation, disability, age or veteran status.
6. ASNAU will not fund clubs and organizations for the following.
  - a. Directly support for the purpose of funding their charity
  - b. Contributions, gifts or donations to any individual, association, or corporation.
  - c. Academic materials to be used for tutorial purposes.
  - d. Mailings for organizational minutes.
  - e. Any part of any event at which alcoholic beverages will be served.
  - f. Entertainment not open to the entire student population.
  - g. Uber, Lyft, Air BNB, and other non-licensed forms of transportation and lodging.
  - h. ASNAU will not fund non-Northern Arizona University student.

## When Requesting Funding

The student or student organization is required to have a representative attend two mandatory meetings as a part of the Senate Bill application process.

1. Appropriations Committee Meeting **Mondays at 6:30-7:30pm in Club Headquarters (CHQ)**
2. Senate Bill Meeting **Thursdays at 4:00-6:00pm in University Union Havasupai AB**

The following items will be needed for the Appropriations Meeting and Senate Meeting:

- 1) A detailed explanation of why you or your student organization is requesting funding
- 2) How the funding will benefit the students, NAU, and the community as a whole
- 3) Fundraising efforts by you or your student organization
- 4) How many students will be participating in the project/activity that you are requesting for

## If Approved for Funding

The following needs to be submitted to the ASNAU office within **two weeks** of the project/activity or Senate Bill is no longer valid:

- A) Original **zero balance receipts** for approved expenditures, (ie...transportation, fuel, conference fees, tournament fees, lodging, etc...) Receipts **MUST** show the date of purchase/payment, what was purchased, method of payment (cash, check or cc), who the purchase/payment was for.
- B) A summary to the ASNAU Senate of the project's outcome on the next Senate Meeting.

## Terms of Use

ASNAU's Senate Bill program is designed to **REIMBURSE** students or student organizations based on receipts submitted up to the amount allocated which have been incurred under the specification of the request. If a student or student organization fails to meet any of the specifications by which they have obtained in the Senate Bill Funding packet, the ASNAU Senate shall have the authority to deny any funds for up to two years. If the allocation is used to repay an old debt, the Senate shall deny any funding for one year.

# Funding Agreement:

## Please initial:

- \_\_\_\_\_ **There is an attached budget**
- \_\_\_\_\_ **I/my club or organization has read what ASNAU will not fund**
- \_\_\_\_\_ **I/my club or organization understands that this is a reimbursement process**
- \_\_\_\_\_ **The information provided for this request is correct and accurate**

I \_\_\_\_\_ (please write full name); representing  
\_\_\_\_\_ (please write club/organization name); herby  
agree that I have read and understand all of the information in the Senate Bill Request Form. I  
acknowledge that the above request is not a guarantee of funding and ASNAU may deny  
funding for any reason listed in Article X (XI for individuals) of the ASNAU By-Laws.

X \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**\*\*PLEASE NOTE\*\***

A copy of Article X or XI of the ASNAU by-laws may be requested at the ASNAU Front Desk  
University Union Rm. 206