

STUDENT ORGANIZATION FUND REQUEST

Name of Club/Organization

Date of Submission of Request

Name of President or Person Submitting Request

Name of Advisor

Amount of SOF Request _____ AU Account Number _____

SOF Guidelines

1. Requests are only for current year programming and are not made to cover operational deficits from past years nor to provide for accumulating an operating reserve.
2. Money must be deposited in and spent from an Andrews University Account and is not to be transferred to an off-campus account.
3. **Request not to exceed \$300.** Annual funding to any club/organization shall not exceed \$300.

Items to be submitted with this cover sheet:

All attachments must be typewritten and 7 copies of the completed document submitted to the Secretary of the SOF committee (the AUSA Vice-President).

1. A copy of current year financial statement and overall budget.
2. Proposed events and their budget. (Please give a brief description of plans involving requested fund and how they will be used in supporting the plans.

Summary of Organization's Financial Status

Amount of money currently available to your organization _____

Carry-over from previous year (indicate deficit by -) _____

Projected Annual Income, not including this request _____

Number of members _____ Are dues charged? ___ Yes ___ No If yes, How much? _____

% Undergraduates _____ % Graduates _____ % Faculty/Staff _____

President or Submitter's Signature

Advisor's Signature

Do not write Below This Line; For SOF Committee Only

Disposition of Request _____ Fund as Requested _____ Partially Funded \$ _____ Denied _____

Comments: _____