



American University in Bulgaria

Mail: American University in Bulgaria, Skaptopara Hall
 Blagoevgrad 2700, Bulgaria
Phone / Fax: 359 – 73 / 83186, 83187
E-mail: stud_gov@aubg.bg

STUDENT CLUBS: Funding Application Form

Application should be submitted both by e-mail (stud_gov@aubg.bg) and in hard copy (SG office).

Note: in order to receive funding, clubs need to be recognized. Recognition is granted for one academic year only.

Name of club: _____

President (name / e-mail): _____

Faculty Advisor (name / e-mail / signature): _____

Funding Request (Attach additional pages if necessary)

Note: The earlier you apply for funding the higher the chances to be awarded a greater amount.

Check the Budgetary Committee Guidelines on the SG web site before applying for funding.

A. Specify how much funding you request:

Item type	Estimated cost (USD)

B. Briefly explain purpose of each expenditure, the number of people you expect to benefit from it and the possible benefits to the entire AUBG community:

Please read this carefully! You will forfeit any awarded funding if you fail to abide by the following:

- All expenses are conducted through the Treasurer of the Student Government.
- The funds may only be used for the items approved by the Student Senate.
- You must provide timelines for spending. If you need a longer period to complete the purchases you must notify the Student Government in due course and receive express permission to extend the purchasing period.
- Funds cannot be transferred to the next academic year.
- Any items acquired by the club must be kept within AUBG for future use. **The club's president will be held accountable for all missing items.**

- Each club must maintain an archive of copies of all Funding Application forms submitted to the Student Government.
- The entire club inventory should be stored in the SG office at the end of each academic year.

A complete inventory of all items of property owned by the club (attach additional pages if necessary)

Item(s)	Acquisition Date (mm/yy)	Price (USD)	Source of Funding	Place of Storage

Please note that the Student Government and the Office of Student Services will take inventory counts toward the end of each academic year. **If property is missing the appropriate amount shall be charged towards the Club President’s student account.** In such circumstances the club’s chances of receiving funds in the future will be jeopardized.

Date: ___/___/20___

Signature: _____

For Office Use Only

Amount Requested	Amount Recommended by BC	Amount Granted	Amount Spent

Comments:

Date: ___/___/20___

Treasurer: _____