



FUNDING REQUEST FOR STUDENT CLUBS

DEADLINE: Applications are accepted anytime during the academic year, but must be submitted at least 30 days in advance of the event or program to kmwilt@stevenson.edu. Requests not submitted within this timeframe will not be considered. Within two weeks of receipt of the proposal, the Budget Review Committee evaluates each proposal based on the stated requirements and criteria, and then notifies the initiator in writing of the decision of the Committee.

PURPOSE: The purpose of this funding initiative is to enhance student learning through student organizations. The Student Activities Office created this program to formalize procedures for requesting additional funds needed for student club programs. The funding for this program will be allocated specifically from student activities fees. These fees are paid each semester by current students at Stevenson and are collected for the purpose of student activities and programming.

REQUIREMENTS: All proposals must meet the following:

- Must be for \$1000 or less*
- Special attention will be given to programs that take place late night (between 10pm and 2am)
- Request will enhance student learning at SU
- Request will result in direct benefit to a number of students
- Students play a role in planning & implementing proposal
- Student club must meet the requirements for either the Emerging or Engaged Status**
- Student club must submit a review of their entire budget for the year
- A percentage of the overall cost must be contributed from the student club
- An outline of the 4 club foundations must be submitted
- Application thoroughly completed and signed by club moderator
- Purpose of the proposal meets one or more of the criteria from Criteria section
- Student clubs are only permitted one approved request up to \$1000 per semester (Fall & Spring)*
- If request is approved, student club must follow all university policies
- If request is approved, student club must attend 15 hours or 3 bigger events for Student Activities programs throughout the academic year

* Funds are based on availability, and exceptions to the \$1000 limit will be considered under special circumstances.

** Emerging status clubs are those that have been active for over one year, have a plan for meeting the 4 club foundations, and are up-to-date with all trainings and paperwork. Engaged status clubs are those that have met all of the requirements for Emerging status and have submitted a proposal to the Student Activities Office that includes what they have done to enhance the Stevenson community and go beyond the 4 club foundations.

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APPLICATION FORM

Student Club Initiator: _____ **Date submitted:** _____
Name of Club: _____ **Phone:** _____

Project Title: _____

Other Participants: _____

University or Community Co Sponsors (if any): _____

Tentative Date(s) and Location(s): _____

Criteria: The initiator identifies and briefly explains how the project addresses one or more of these criteria:

- * involves students in programming or service
- * supports student and university initiatives based on the student club’s mission
- * increases knowledge of other cultures and backgrounds
- * brings members of the university community together to advance the mission of SU

4 Foundations: The initiator identifies and briefly explains how the student club will meet the 4 club foundations of personal development, collaboration, education, and civic engagement this year.

Evaluation of the Outcomes: The initiator identifies the method(s) to assess and evaluate the success of the project.

Budget and Timeline: The initiator provides the total amount requested, the amount that will be contributed from the student club, a timeline for the project, and an itemized listing of anticipated expenditures for objects or services. (Please attach)

Student Activities Programs: The initiator identifies the 3 programs or 15 hours of Student Activities events that will be attended if this proposal is approved:

For special circumstances, an exception to the \$1000 limit for student funds proposals will be considered. Briefly explain your rationale:

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ROUTING FORM

Complete and sign applicable sections with date of action.

INITIATOR:

I have attached my completed application form.

Signature of Initiator: _____ Date: _____

MODERATOR APPROVAL:

Club Moderator Name:	Signature

BUDGET REVIEW COMMITTEE:

- We have approved your application for student funds and the Student Activities Office will work with you to implement this program or service. ***Note** – This office can advise the initiator, but this program will be the sole responsibility of the student club and their moderator.
- We have not approved your application for student funds.
- We are returning your application for student funds for revision.

Committee Comments: _____

Amount of funding approved: _____

Signature of Director of Student Activities: _____ Date: _____