



# Student Senate

## Club Budget Request Form

Use this form to request funds from the Student Senate (Student Activity Funds) for each separate event or independent club purchase (Ex. Shirts).

This form should be submitted at least 24 hours before the next Regular Student Senate Meeting and Three (3) weeks before your event/activity in order for the Student Senate to consider your request and subsequent Financial Request (purchasing) Forms to be completed by you and processed by Student Activities.

### **BEFORE YOU SUBMIT THIS FORM:**

1- CLUBS MUST HAVE ON FILE AN UPDATED STUDENT ORGANIZATION INFORMATION & FACULTY ADVISOR AGREEMENT FORM ON FILE IN STUDENT ACTIVITIES.

2- THIS FORM MUST BE ACCOMPANIED WITH THE CORRESPONDING CLUB/ORGANIZATION MINUTES FOR THE REQUEST LISTED BELOW.

| REQUESTER: STUDENT CLUB/ ORGANIZATION |                 |
|---------------------------------------|-----------------|
| CLUB NAME:                            | DATE REQUESTED: |
| CLUB PRESIDENT:                       | EVENT NAME:     |
| PRESIDENT EMAIL:                      | EVENT DATE:     |
| CLUB TREASURER:                       |                 |
| TREASURER EMAIL:                      |                 |
| CLUB ADVISOR:                         |                 |

PLEASE DESCRIBE ANY ADVERTISING, ENTERTAINMENT SERVICES, PROMOTIONAL MATERIAL OR GENERAL MERCHANDISE THAT THE ORGANIZATION WILL BE REQUESTING AND THE AMOUNT REQUESTED.

PLEASE LIST EACH ITEM BELOW SEPARATELY AND WITH DETAIL ATTACHED ANOTHER SHEET IF NECESSARY. IF ITEMS ARE NOT RELATED TO THE SAME EVENT, KINDLY USE ANOTHER FORM.

| Description of Item(s) | Amount Requested | Senate Approved Amount<br>(To be completed by Student Senate) |
|------------------------|------------------|---------------------------------------------------------------|
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Total Requested    Total Approved

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Club Treasurer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Senate Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_