

FUNDING REQUEST FORM

Our mission is to unify students as a campus, to be an advocate for their issues and to assist in the fulfillment of academic and developmental growth.

Criteria:

- € Funding needs to benefit the entire campus community. In terms of selective groups, (ie. honor societies, classes, etc.) where a selective number of participants can benefit from funding, publicity needs to be distributed in a reasonable amount of time to allow for the entire campus to be invited.
- € Following an event, a letter must be submitted to the Student Assembly Chair with a description of how the funds were spent.
- € Student Assembly reserves the right to allocate funds at their discretion based on the proposal presented.
- € When funds are allocated to an organization, it gives the organization authority to use the approved account up to the specified amount. The only time money leaves said account is upon payment.
- € Funding will only be given to Keene State students.
- € Priority of funding will be given to on campus events or functions.
- € Priority of funding will be given to organizations that have presented a thorough outline of funds being asked for as well as other sources of funding. (Personal budgets, organizational budgets, fundraising, other organizations, other departments, other grants, and any other sources)
- € Funding will not be given for fundraising to a club/organization.
- € Funding will generally be limited due to the money available and the number of funding requests that Student Assembly addresses.
- € The funding requests are to assist the activity or to help with start-up costs; but are not intended to sustain an activity.
- € If students have not fundraised prior or if they do not add personal costs then funding requests for travel may not be granted.
- € Academic materials will not be funded.
- € Preference will be given to organizations that have constitutions that have been ratified or updated within the last five years.

The Student Assembly Treasurer will contact the organization regarding the time and place of the meeting with Finance Committee to review your request. All requests should be turned into the Student Assembly mailbox which is located on the 2nd floor of the Student Center; if you have any questions please contact the Student Assembly Treasurer at 8-2640.

Full Description of Need or Activity:

Amount

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total:	
MINUS:	
Total Organization Contribution:	
Total Member Contribution:	
Total Fundraising/Sponsors:	
Total From Other:	
Total Requested from Student Assembly:	

Revised: September 19, 2006