



Office Use Only:	
Date:	_____
VP	<input type="checkbox"/> GA <input type="checkbox"/> AA <input type="checkbox"/>
SOT 1	_____ 2 _____

Student Senate
Student Organization Funding Request Form
FY 2009 - 2010

Chartered UNC clubs may request funding for up to five specific programs. Each specific program's budget may not exceed one thousand dollars. **No club may request more than a total of \$2,500 in funding.** An operating budget can be requested in the place of one of the specific programs. Event descriptions/requests must be concise but thorough. Presentations/interviews with the Student Organizations Team (SOT) can be arranged but are not required.

All chartered clubs must be prepared to submit a fall semester schedule of meeting times/locations no later than October 1, 2009. If the club intends to continue through the academic year, a spring semester schedule will be submitted no later than February 1, 2010. All advertising for club events must include the statement "club activities is student fee funded" and must also include the UNC logo. Failure to do so will result in reduced club funding beginning with the 2009-2010 school year. All submissions will be sent to Student Senate Director of Student Clubs & Organizations at shane.vaughn@unco.edu or brought to the Student Activities Office.

For more information on the Student Organization Funding Process, contact the SRC VP for Student Clubs & Organizations at (970) 351-2582 or consult the UNC Clubs website at: www.unco.edu/clubs

Conferences are ineligible for student organization funding. Please utilize the Student Conference Grant Funding Process for conferences. For more information contact Student Senate Director for Academic Affairs at (970) 351-1344 or consult the Student Senate website at: www.unco.edu/studentssenate/forms

FY 2009-2010 Student Organization Funding Process

- Step 1: Attend one of the following Student Organization Chartering Meetings in the UC*:
Thursday, September 3, 2009 5:00-6:00pm Location UC Columbine B
Friday, September 4, 2009 5:00-6:00pm Location UC Columbine B

- Step 2: Complete and submit Charter Packet and Student Organization Funding Request Form to the Student Activities Office, UC Room 2035, attn: Student Senate Director of Clubs & Organizations. Charter Recognition Packets are due by **5:00pm Friday, September 11, 2009** and Funding Request Forms are due by **5:00pm, Friday, September 18, 2009.**

- Step 3: The SOT reviews the Funding Requests and makes budget recommendations. The Student Senate Director of Clubs & Organizations will present the SOT's funding recommendations to Student Senate during the public meeting on **Wednesday, September 30, 2009.**

- Step 4: Student organizations may only appeal on the basis of due process considerations not funding allocations to the AA/EO Facilitator in writing by **12:00 noon on Friday, October 16, 2009.** Contact the Student Senate Director of Clubs & Organizations for the criteria and forms and/or for complete Student Senate Bylaw information.

*UC = University Center

Summary of Funding Request (Do not fill in shaded areas.)

Name of Organization: _____	Date Submitted: ___/___/___ Chartered: YES NO Staff Initials: _____
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Contact Person: _____ Title: _____

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Local Address: _____

Local Phone Number: _____

E-mail Address: _____

Number of Events Requested: _____

Total Amount Requested: _____

Total amount of outside funding (excluding fundraising and membership dues): _____

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Name of Organization: _____

EVENT BUDGET

(please use copies of this sheet for each event funding request)

Event Title: _____

Event Date(s) and Times: _____

Event Location(s): _____

Target Audience(s): _____

Expected Attendance: _____

Event Purpose: (Community Service, Training, Educational, Recruitment) _____

Has your Organization done this event in the past? ___yes ___no
If yes, was it successful and what did you learn to make it more successful this time?

Event Description (Event should be fully planned - if possible attach the agenda or advertisement flyer)

Line Item Budget

Expense	Explanation of Expenses	Units	Unit Price	Amount Requested
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

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			Total Amount Requested	\$
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Student Representative Council
Student Organization Funding Request Form
FY 2009-2010

Clubs and Organizations Funding Questionnaire

Please complete every question and be as detailed as possible with your response. Questionnaire must be in by 5:00 pm, Friday, September 18, 2009 to the Student Activities Office.

Club or Organization Name: _____

Advisor: _____

Phone: _____

President: _____

Phone: _____

In the past, did the Club or Organization charter under a different name? (If so, please list.) _____

1) What does your club or organization do?

2) How much money is currently in your 2 account? \$_____

3) Do your members pay dues? National dues? If so, how much?

4) Has your club or organization done fundraising in the past? What did you do and how much did you raise? What was the total from all fundraising last year?
(BE SPECIFIC)

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5) What has your club or organization done with the money you received in the past? **(BE SPECIFIC)**

6) If your club or organization receives funding, what will you do with the money? ***(BE SPECIFIC)***

7) How will this funding benefit your club?

8) How will this funding benefit the students at UNC?