

## **Student Senate Funds and Support Request Form**

All forms requesting funds and/or support from Student Senate must be in prior to Senate's 6 p.m. Tuesday meeting occurring four weeks before the funds and/or support are needed. This is required due to the reviewing process.

The reviewing process is as follows:

- Week zero-Once form is given to funds and support committee they will review organization and event for one week.
- Week One-If committee approves the organization and event it will be brought up and discussed at the following Student Senate meeting. If Senate wishes to hear more details the student representative and faculty advisor will be notified and the student representative will be asked to present a two minute synopsis of organization and event to Senate at following meeting.
- Week Two-Student presents to Senate at which time Senate will vote on the funds and/or support requested.
- Weeks three and four- Funds and support will be distributed within these two weeks.

All organizations receiving funds from Senate are required to recognize Senate on all printed materials associated with the event as well as verbally when appropriate. A follow up report is required from all organizations receiving funds or support from Senate. Both a verbal and written report must be submitted to Senate no more than two weeks after the completion of the funded or supported event.

The funds and support committee will hear petitions for emergency funds for a one-week turn around for funds and /or support. This is to include but not limited to relief funds or other needs that come up with out notice and to which immediate attention is required. This does not account for poor planning on your or your organization's part. This committee has the right to refuse to hear a petition from an organization due to past planning or lack there of.

## Student Senate Funds and Support Request Form

This form must be turned in to the chair of Senate's funds and support committee (Allyson Fry WJC Box 2263 or [frya@william.jewell.edu](mailto:frya@william.jewell.edu)) before the Student Senate meeting occurring 4 weeks prior to the date money and/or support are needed.

Name of organization \_\_\_\_\_

Organization's leadership and contact information \_\_\_\_\_

Organization's faculty advisor and contact information \_\_\_\_\_

Mission Statement

---

---

---

Vision Statement

---

---

---

Event for which funds and/or support are requested \_\_\_\_\_

Dates and times of event \_\_\_\_\_

How does your organization feel that this even fulfills your mission and/or vision statement?

---

---

---

A detailed budget (of event and organization) must be attached to this form as well as all fund-raising (including amounts raised), which could contribute to this event if organization is asking for a monetary contribution from Student Senate.

Amount of funds/ type of support requested

---

---

By signing below I \_\_\_\_\_ am stating that I have the right to speak on behalf of \_\_\_\_\_ (organization) as their \_\_\_\_\_ (position within the organization) and in doing so I am held responsible to insure that the funds and/or support given by Student Senate are used for the above stated purpose only and any unused portion will be returned to Student Senate. I am also held responsible for making sure that Student Senate is recognized, on all printed materials as well as verbally (where appropriate), for funds and /or support given. A written and verbal follow up report must be submitted to Senate within two weeks following the event for which Senate granted funds or support.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)