

Student Club Semester Budget Request

Club/Organization Name: _____

The Office of Student Life staff review requests for student club and organization funding. Recognized clubs and organizations that have submitted membership rosters, budget requests and attended the annual fall club and organization retreat are eligible to receive funding from the Office of Student Life.

Application Process for

- **Semester Funding** (i.e. food at meetings, conferences, general supplies, etc.):
 - Complete and submit this form by **September 13th (for fall funding) and February 3rd (for spring funding)** to the Office of Student Life.
- **Campus Event/Service Project Funding:**
 - Complete and submit this form **at least 10 business days prior to your campus wide event and/or service project** to the Office of Student Life.
- Budget requests will be reviewed and funding decisions made and communicated to club presidents and advisors within 5 business days.

Funding Guidelines

- Clubs and organizations receiving funding from the Office of Student Life must host a campus wide event and service project each year.
- Previous allocations, current balances in club accounts, level of detail in the budget request and planned funding efforts may be taken into consideration when making funding decisions.
- All money allocated but not used by the last day of the fall and spring semesters will be returned to the Office of Student Life. If a club or organization wishes to use funds past the last day of the semester, permission should be requested in advance.
- The Office of Student Life will provide basic office supplies (markers, paper, scissors, tape, etc.) and paper for printing to all clubs and organizations. These items do not need to be included in your budget request.
- The following are examples of items that can be funded by the Office of Student Life:
 - Supplies for specific events hosted by the club
 - Student travel to conferences, workshops, etc. related directly to the student club
 - Meals for student club meetings
 - Materials needed to market the club to students on campus
 - Campus wide events
 - Supplies for service projects
- The following things will NOT be funded by the Office of Student Life:
 - Programming for events and activities not involving J. Sargeant Reynolds students
 - Charitable contributions
 - Retroactive funding for prior commitments, travel or events held
 - Events involving alcoholic beverages
 - Apparel (handled on a case by case basis)
 - Grants-in-aid, scholarships, wages, loans, individual membership dues, or other compensation to members, officers or advisors of clubs/organizations
 - Meals for officers/advisors

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1. What is your current balance in your club/organization account?
2. Do you currently collect membership dues? If so, how much?
3. Has your organization planned fundraising activities to support your club activities?
4. What campus wide event will you be sponsoring this semester (this can include club sponsored or co-sponsored events and activities)?
5. What community service project are you participating in this semester?
6. If requesting funds for travel to a conference, how will this benefit your club/organization? How was the individual or how are individuals selected to attend?
7. Complete the table below with as much detail as possible. If necessary, attach additional sheets of paper.

Event/Activity	Estimated Dollar Amount
Total Budget Requested:	

Club Member completing this form (student): _____

Phone: _____ E-mail Address: _____

Signature of Advisor Date Signature of Club Member Date

The following is to be completed by the Office of Student Life:

Submitted to Student Life on: _____ Budget Amount Approved: _____

Signature of Counselor for Student Life: _____