



# 2006-2007 Student Clubs Fund Request Form

## Find Funding

All students pay Services and Activities Fees that are biannually disbursed among student groups. As a chartered student club, these funds may be requested to support club sponsored activities.

Clubs may use this money in many capacities including:

- Leadership Training Through Professional Development Activities and Speakers
- Conference Registration and Travel
- Celebratory or Networking Activities

## The Process

All clubs seeking funding for sponsored events need to submit the attached funding request form. The club, after deciding to utilize funding, need to understand the following:

- The club may complete one club fund request per activity
- The funding request form must be turned in and approved **3 WEEKS PRIOR** to the event
- If conference travel is involved, please turn in the form **2 WEEKS PRIOR** to the conference registration deadline
  - a. Approval is contingent upon:
    - i. The request paperwork being complete, including advisor's signature
    - ii. The event plan sustains or supports the club's main mission
    - iii. The event plan does not present conflicts with CWU's mission
  - b. Approval will be then granted by the Director for Westside Student Affairs
- All procedures must be completed before your account will be reimbursed by SUB Accounting.

## When are Funds Received?

Once you turn in the receipts from the activity for which funds were requested, the money to cover these expenses, provided the event plan is approved, will be reimbursed to your club account. After all procedures are finished, 3 days are needed to process a check request.

## Other Funding Options

- 1) **Colleges/Departments** - If your club is based around an academic major there may be opportunities for funding from the college associated with that major. For example the College of Business (COB) provides Business and Accounting clubs the opportunity to request funds through the COB Dean's Council.
- 2) **Fundraising** - Clubs can raise their own funds by collecting membership dues, selling tickets at events, etc... The advantage to having some funds raised by the club is that university restrictions on how funds are spent do not apply, to raise funds.



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## 1. CLUB INFORMATION

Club Name: \_\_\_\_\_

Advisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_@cwu.edu

President: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Total Number of Expected Participants: \_\_\_\_\_

## 2. ITEMIZED FUND REQUEST

Cost Category	Description/Type/Location	Cost	
Conference Registration			
Travel		+	
Hotel		+	
Advertising		+	
Guest Speaker		+	
Educational Supplies		+	
Honorarium		+	
Transportation		+	
Other		+	
Other		+	
Other		+	
Other		+	
<b>SUBTOTAL</b>		=	
Fundraised Money		-	
Fundraised Money		-	
Fundraised Money		-	
<b>TOTAL</b>		=	

PLEASE CONTINUE ON REVERSE





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## 3. QUESTIONS REGARDING ACTIVITY OR EVENT

*a. Please provide a brief description of the event or activity:*

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*b. Who will benefit from the event or activity?*

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*c. Will you be selling or serving food?*                      YES                      NO

*d. Do you want to sell tickets?*                                      YES                      NO

*e. If you are going on a trip please attach a list of participants' names, email, and phone numbers.*

*f. Is the event open to all students?*                              YES                      NO

As the Club Officer/Advisor for the club named above, I hereby state that the facts found on/with this request are presented fairly and truthfully to the best of my knowledge. I have read and understood the attached sheet regarding the funds request process.

\_\_\_\_\_  
Club Officer Signature and Title

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date



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## ALCOHOL GUIDELINES AND AGREEMENT

As a recognized club or organization of the ASCWU, you are representing Central Washington University at all times. Keep this in mind while attending, promoting, and planning all events.

- Your club or organization should be aware of the potential risks of the use of alcohol during trips and/or meetings. The club and its members are responsible for their actions while on trips and activities and are expected to act in a responsible manor that is consistent with the laws of the United States, Washington State, and Central Washington University
- The use of State vehicles to transport alcohol, or to transport persons to and from establishments with the primary purpose of selling alcohol, is prohibited.
- It is expected that all recognized CWU clubs will behave in a responsible manor in regards to drinking and driving, and will work to assure a safe ride home for those intoxicated.
- The ASCWU-BOD wants to promote the idea of “Responsible Freedom” and allow clubs to participate in any activity in which they choose. However, we ask you to remember that you are representing Central Washington University in all activities in which you participate.

I hereby agree to follow the above guidelines

\_\_\_\_\_  
Club Officer and Title (Please print)

\_\_\_\_\_  
Club Officer's Signature

\_\_\_\_\_  
Date