

# **HOW TO REQUEST FUNDS**

## **Dean's Council Fund**

### **1. Fill out the forms that are included in this packet.**

This fund is available exclusively for student clubs affiliated with the College of Business.

The fund is intended for the entire club, not individuals.

There will be one request per event.

The maximum amount available in the Dean's Council Fund is \$2,000 per year.

### **2. Return the completed Funds Packet to the College of Business office located in Shaw Smyser.**

These forms must be returned no later than 5 days prior to the monthly Dean's Council meeting. (*Dean's Council meets on the first Friday of every month*).

### **3. Attend a Dean's Council meeting to present your request.**

The council will review your packet for approval.

Be prepared to give a professional presentation about the intended event and how it will impact the club and the school. Make sure you explain the benefits for students, club and COB.

When voting, the president of the organization requesting funds must relinquish his or her right to vote on the proposal.

### **4. Enjoy your event!**

### **5. Report back to Dean's Council meeting within one month of the event.**

Be prepared to give an oral presentation about the event.

Be prepared to submit a written report to include all of the receipts and the expense report.

### **6. Funds will be reimbursed to the club within 2 weeks of event presentation to the Dean's Council.**

# **DEAN'S COUNCIL CAN FUND THE** **FOLLOWING:**

**TRAVEL:** Travel includes all possible means one can get to and from a club event. If you are using vehicle, you may use your own or borrow one from the motor pool.

**REGISTRATION:** This covers all entrance fees.

**GUEST  
SPEAKER:** This includes all non-University related people who are brought in to speak at a club sponsored event. If your club requests more than \$500 for a speaker, you are required to work with Campus Life (SUB 214) to create a Personal Services Contract for the speaker.

**HOTEL:** Hotel costs will be covered while a club is participating in a club event such as a conference or workshop. Hotel costs will only be reimbursed if the event is more that 50 miles away from Ellensburg.

**ADVERTISING:** Club advertising costs must be paid to professional business organizations. Advertising does not include tangible office supplies.

**EDUCATIONAL  
SUPPLIES:** This includes all supplied that can be used to educate the club members such as a magazine subscription or a computer program.

- ALL REQUESTS FALL UNDER THE DISCRETION OF STATE AND UNIVERSITY LAWS AND REGULATION.
- ALL REQUESTS ARE HONORED ON A REIMBURSEMENT BASIS UNLESS OTHERWISE APPROVED.



## DEAN'S COUNCIL FUND REQUEST FORM:

**Club/Organization:** choose on of the following

**Faculty Advisor:**

**Phone Number:** (ex. 5099632931)

**President:**

**Phone Number:** (ex. 5099632931)

**Place of Event:**

**Event Date:** (3/5/05)

**Description of Event:**

**Number Participating:**

**Expected Event Cost:** (ex. 2000)

**Amount Club is contributing:** (ex. 2000)

**Monies members pay out of pocket :** (ex. 2000)

**Support monies from other entities:** Who?

**Amount of requested funds:**

**Benefits to the Students:**

**Benefits to the Club:**

**Benefits to COB:**

# ALCOHOL GUIDELINES AND AGREEMENT

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

- Your club or organization should be aware of the potential risk of the use of alcohol during trips, activities, and meetings. Members of clubs and organizations are responsible for their actions and are expected to act in a manner 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.

I hereby agree to follow the above guidelines

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President (Please Print)

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President Signature

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Faculty Advisor (Please Print)

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Faculty Advisor Signature