

# STUDENT LIFE FUNDS PROPOSAL FORM

Student Clubs and Organizations requesting funds will need to return this completed form by 4:00 pm, the 1<sup>st</sup> Monday in December.

Club/Organization Name: \_\_\_\_\_

Student Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_ Campus/Location: \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_

Event Cost: \_\_\_\_\_ Goals: \_\_\_\_\_  
\_\_\_\_\_

Justification of Funds: explain how this activity support the aforementioned goals of the club/organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## FOR ADVISORS ONLY:

Advisor, Please explain how this activity support the goals of the club/organization, as outlined by the student representative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REMINDERS:

1. Approval of this proposal does not guarantee and/or secure location or set-up arrangements.
2. The Sponsored Events Form must be completed, denoting first and second choice locations.
  3. The Advisor must contact Auxiliary Services directly at 822-3215.
4. The requested location is not confirmed until the Sponsored Events Form is returned with the appropriate approval signatures.
5. Please adhere to assigned locations for events, to avoid conflicts with other scheduled events.
  6. These may be revised as necessary. THANK YOU for your cooperation.

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## STUDENT LIFE FUNDS GUIDELINES

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## DESCRIPTION

1. Funds are available from the Student Life Office to assist student clubs and organizations in obtaining financial goals for community service, leadership training, co-curricular workshops, and special events. Intramural sport organizations formed through the Office of Student Life are also eligible to apply for funds to supplement expenses specifically related to the team.
2. Activities, for which funds are requested, should be directly related to the functions of the club/organization.
3. When requesting funds, via the Proposal form, the club/organization designee and advisor must include a clearly defined justification for the requested funds.

## APPLICATION PROCESS

1. The Club/Organization designee should complete the Proposal Form and return to the Office of Student Life on either campus by 4:00 pm, the 1<sup>st</sup> Monday in December.
2. All requests for funds are then forwarded to the **Student Life Funds Committee**, an adhoc student-driven board.
3. The Funds Committee will vote on the proposal requests. If a proposal is submitted for a club/organization in which a committee member is affiliated, the club member will abstain from voting on that particular proposal.
4. The Student Life Office will notify the club/organization of its dis/approval status.
5. Clubs/Organizations must **reapply** for funds if the activities or justification listed on the original proposal are altered after approval has been given. The reapplied proposal will again go before the student committee for dis/approval.

## FUNDING

1. The Student Life Fund will finance a maximum of \$200.00 per **active** student club/organization each academic year. **Please be advised that this is contingent upon the availability of funds.** If monies are not used for an activity (as specified in the approved Proposal Form) during the fall semester, those funds may be utilized during the spring semester, date designated by the Director of Student Life.
2. If monies are not used for an approved event or activity, the funds will remain in the Student Life Fund.
3. All awarded funds must be dispersed no later than May 1<sup>st</sup>, due to end-of-year budgetary close-out procedures, as required by MTC's Finance Office.

☺ **Thank You for**  
*Exploring the Opportunities for Involvement*  
**with the**  
**Office of Student Life ☺**

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