

Student Senate Financial Request Form & Program Proposal

This packet must be submitted to a Student Senate Financial Affairs Representative AT LEAST two (2) weeks in advance to receive funding for any program or activity you intend to host during the year. You may also place it in on-campus mail, addressed to Student Senate.

Please COMPLETELY fill out the form below. The more information you include, the easier it will be to process your request.

Name of Club or Organization: _____

Name of Club/Organization Advisor: _____

Name of Requester: _____ Position: _____
(President, Secretary, etc.)

Itemized Dollar Amount Requested:

	TRANSPORTATION	SPEAKER	FOOD	SUPPLIES	REGISTRATION	OTHER
COSTS:	\$ _____.	\$ _____.	\$ _____.	\$ _____.	\$ _____.	\$ _____.

Further Explanation/Description of Expenses: _____

Total Funding Request: \$_____.

Current Account Balance: \$_____.

Date Funding Is Needed By: _____

Please Specify Any Fundraising Done to Offset These Expenses and Total Amount Fundraised:

Signature of Requestor: _____ Date: _____

Signature of Club/Organization President: _____ Date: _____

Signature of Club/Organization Advisor: _____ Date: _____

After your funds have been received and used, please fill out the attached Student Senate Post-Funding Report Form and submit it for review.

If using Student Senate funds to host or attend an EVENT, please fill out and attach this page to the one above

Date(s) of Proposed Event: _____

Time of Event: ____:____ AM / PM to ____:____ AM / PM

Location(s) of Event: _____

Title and Description of Activity/Program: _____

BLC Campus Community Impact Statement: What is the purpose of this event? How does it strengthen, positively impact, or benefit the Bethany Community?

Forms of Promotion That Will Be Used to Advertise This Event: _____

If possible, please attach a copy of the promotional materials you intend to use for this event

Student Senate Post-Funding Report Form

Name of Club or Organization: _____

Name of Club/Organization Advisor: _____

Name of Requestor: _____

Position: _____ (President, Secretary, etc.)

How were the Student Senate funds used to serve students and/or enrich the Bethany community? _____

Did you host/attend an event? If so, how many people participated? (Estimate if necessary)

Total Funds Requested: \$ _____.__

Total Funds Used: \$ _____.__

(If applicable) Total Funds to Return to Student Senate: \$ _____.__

Signature of Requestor: _____ Date: _____

Signature of Club/Organization President: _____ Date: _____

Signature of Club/Organization Advisor: _____ Date: _____