



UNIVERSITY OF ST. AUGUSTINE

FOR HEALTH SCIENCES

STUDENT CLUB/ORGANIZATION FUNDS REQUEST FORM

Each year USAHS allocates money for the use of student organizations. These funds are intended to be used to assist recognized student organizations with activities, events, conferences, competitions, and special projects. Fund requests are presented to the Director of Student Life for approval and must be submitted at least two weeks prior to the date which the organization wishes to receive funds or goods. Forms may be sent electronically to studentlife@usa.edu.

CONTACT INFORMATION:

Name of Student Organization: _____

Name of Person Completing Request: _____

Faculty Sponsor(s): _____

Position in Organization: _____

Student Email Address: _____ Phone: _____

ATTENDANCE/GENERAL INFORMATION:

How many students are expected to participate? _____ Is travel involved? Yes___ No___

Is this event, activity, or trip open to students outside your student organization? Yes___ No___

DESCRIPTION:

Name of Activity/Event: _____

Date(s) of Activity/Event: _____

Please provide details of the activity/event along with three desired outcomes (attached additional sheets if necessary).

EXPENSES:

Total amount organization is providing through non-institutional funds (e.g., fundraising, donations, membership fees, etc.)

Total amount being covered by other institutional monies (e.g., department budgets, grants, etc.)

TOTAL AMOUNT REQUESTED FROM USAHS:

Please include a summary of your expenses (a budget) to include cost per student and total overall cost for supplies, speakers, registration, etc.

FUNDING:

The Director of Student Life determines funding based upon the potential benefit to the participants, the potential benefit to the university, the equitable distribution of funds to student organizations, and the availability of student activity funds in each budget year. Organizations may submit more than one request each academic year. However, no student organization will receive funding in excess of \$600.00 per academic year.

Awards may be made in full or in part depending upon the availability of funds. Generally, organizations are expected to cover part of the expenses for the event. The total cost of the event or activity will not be at the sole expense of USAHS student activity funding.

If approved, it is the responsibility of the individual making the request to meet with the Director of Student Life to discuss the available methods for making payments/purchases. Students should not pay out of pocket expenses as student activity funds cannot be used for purposes of reimbursement.

ACKNOWLEDGEMENT:

By signing below, you acknowledge that you have read and agree to all applicable funding policies and procedures.

Signature: _____ Date: _____

Decision:

Date Reviewed: _____ Amount Approved: _____