

STUDENT FEE FUNDING APPLICATION FORM  
&  
PROJECTED BUDGET WORKSHEET

Date of Application \_\_\_\_\_

Organization Name: \_\_\_\_\_

Campus: \_\_\_\_\_ Funding Request Amount: \$ \_\_\_\_\_

How will the funding be used (brief statement)? \_\_\_\_\_

Rationale/reasons for requesting funding (brief statement):

In addition to this application and the attached "Projected Budget Worksheet pp 2& 3, please provide the following documents and supporting materials:

- a) A banking record of the student organization's college account for the current fiscal year available upon request from the Student Life Office,
- b) (if applicable) documentation of any additional sources of funding not reflected in your college account to include the title of the funding source (e.g., MATC Foundation), the amount approved and the condition governing the disbursement of the funds;
- c) backup documentation (e.g., conference/seminar, registration materials or artist's contract/promotion materials) providing details (program description/purpose, dates, times, location, fees, etc) relative to the event for which funds are being requested;
- d) a copy of the minutes for the student organization meeting during which the event and funding request were discussed that includes the meeting date, members present, a synopsis of the discussion and voting results;
- e) an "Event Registration Form" detailing the event for which student fee funding is being requested, signed by the student organization's designee and their advisor; and
- f) *when travel/conference participation is involved*, a "Prior Approval for travel" form that includes an attached list of student participants with student ID numbers.

Print Name: \_\_\_\_\_

Telephone/Email \_\_\_\_\_/\_\_\_\_\_

Signature: \_\_\_\_\_

President

Advisor

Treasurer

**\*\*TO BE COMPLETED BY THE STUDENT LIFE OFFICE Date:-----**

Application Received by: -----

Organization Status:  Active  Inactive Application Status:  Complete  Incomplete\*  
 Good Standing  Probation

\*Comments: \_\_\_\_\_

Application Request:  Approved  Approved with Conditions\*  Denied\*\*

\*Condition(s): \_\_\_\_\_

\*\*Reason(s) for Denial/Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_

Director of Student Life

Date: \_\_\_\_\_