

Student Senate Financial Request Form

This packet must be submitted to the Student Senate Treasurer AT LEAST one (1) week in advance to receive funding for any activity you intend to host during the year. Please refer to the Student Activity Group Recognition Process packet for full information about funding eligibility.

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

Name of Club/Organization: _____

Name of Club/Organization Advisor: _____

Name of Requester: _____

Itemized Dollar Amount Requested:

TRANSPORTATION	SPEAKER	FOOD	SUPPLIES	REGISTRATION	OTHER
\$____.	\$____.	\$____.	\$____.	\$____.	\$____.

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:

Please list other events hosted this year and any other justifications for why this funding request should be granted:

Signature of Requester: _____ Date: _____

Signature of Club/Organization President: _____ Date: _____

Signature of Club/Organization Advisor: _____ Date: _____

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: _____ to _____

Location(s) of Event: _____

Title *and* Description of Event:

BLC Campus Community Impact Statement: (Detail how it fulfills the goal of providing students with an opportunity to pursue knowledge or productivity, or engage in fellowship or fun)

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.

After your funds have been received and used, please fill out the separate Student Senate Post-Funding Report Form and submit it for review and approval. This form can be found on the Student Senate page on the Bethany Lutheran College website.

