

# FUNDS REQUEST FORM

Club/Organization \_\_\_\_\_

Date \_\_\_\_\_

Total Funds Requested \_\_\_\_\_

## REQUEST GUIDELINES

**Each club/organization must be sanctioned by Student Government Association at Reading Area Community College and in good standing to apply for funds. This request form is intended for established clubs/organizations only. “Good standing” means:**

- \* Having a minimum of four (4) elected officers (President, Vice-President, Secretary, & Treasurer). For literary organizations, the minimum will be Editor in Chief, Secretary, & Business Manager (or editor who will prepare treasurer reports).
- \* Holding regular meetings (minimum four per semester) and copying minutes to the Student Life Office. Guidelines for minutes can be found in the campus organization handbook. For literary organizations, a minimum of two (2) business meeting is required with official minutes per semester (other business meetings could be called if a vote is required to conduct business).
- \* Depositing all money received into the club/organization’s budget line created by the College. All expenses will be processed through the official budget. A monthly treasurer’s report must be copied to the Student Life Office.
- \* Appointing the President/Editor to attend the Executive Council meetings once a month. These meetings will be held as information sharing sessions so that all the students can be supportive of each other and all college activities. The President/Editor may appoint another executive board member to attend the meeting in their absence when needed. These meetings are set on Tuesdays from 4:00pm to 5:00 p.m. in the Ravens Perch (Z112)
- \* Participating in a minimum of four (4) community service/ service learning opportunities per year (two per semester\*). These activities can either be initiated by the club/organization or in conjunction with community service activities planned by the Student Life Office. \*Community service activities do not include events sponsored by the club as part of their mission. Any organization that registers a RACCy Olympics team in the fall and begins to raise funds may count that as one of their activities for Fall semester in addition to the credit for Spring semester.

**Failure to comply with procedures established for a RACC club/organization could result in a freeze on funds and/or loss of sanctioning by the Student Government Association.**

**Please complete each page of this budget request form. Each event/ publication must have a scheduled date in order to be listed on a master calendar of events available to students/staff and faculty. Fundraisers can be listed for “week of” until 4 weeks before the event.**

**Membership:** Please attach a roster of current members including the four officers and advisor. Indicate office held for officers and voting member or associate member status for members. Please include student ID# for club members.

**Activities:** (include all activities planned) including but not limited to speakers, field trips, conferences, fundraisers, community service activities (designated by an “X” under “CS”).

<b>Fall Semester Activities</b>	<b>Date</b>	<b>Projected Cost*</b>	<b>CS</b>

<b>Spring Semester Activities</b>	<b>Date</b>	<b>Projected Cost</b>	<b>CS</b>

\*Please list your expenses for each semester broken down by event, i.e., – speaker fee, hospitality, posters for a speaker, music, accompanist, hospitality, etc. on a separate paper to account for each activity’s projected total cost.

**(Please use a separate paper, if needed, to list additional events planned)**

The following request is being submitted by \_\_\_\_\_ for the upcoming academic year \_\_\_\_\_.

Fall Semester Expenses \$ \_\_\_\_\_

Spring Semester Expenses \$ \_\_\_\_\_

**TOTAL PROJECTED EXPENSES** \$ \_\_\_\_\_

If your club/organization is planning on raising money towards the cost of speakers, field trips, conferences, fundraisers, community service activities please list an estimate of revenue below.

Fall Semester Revenue

Charges for attending an event \_\_\_\_\_

Sale of advertising \_\_\_\_\_

Other Income \_\_\_\_\_

Spring Semester Revenue

Charges for attending an event \_\_\_\_\_

Sale of advertising \_\_\_\_\_

Other Income \_\_\_\_\_

**TOTAL PROJECTED REVENUE** \$ \_\_\_\_\_

**REQUESTED STUDENT ACTIVITY FEE ALLOCATION\*** \$ \_\_\_\_\_

(Please deduct your Expenses from your revenue and list the difference)

**Fundraising**

Fall Semester Goal \$ \_\_\_\_\_

Proceeds to: \_\_\_\_\_

\_\_\_\_\_

Spring Semester Goal \$ \_\_\_\_\_

Proceeds to \_\_\_\_\_

\_\_\_\_\_

\*The advisor will receive confirmation of funds allocated as soon as possible. In a case where there are not enough funds to cover the request, advisor will be notified to have the organization prioritize the funding that they are requesting.

Verified as a sanctioned club/organization in good standing:

\_\_\_\_\_

Coordinator of Student Life