

# Knox College Student Senate Non-Budgeted Club Funds Request Form

## Completed Forms Due in the Campus Life Office by 12:00 pm on Friday:

After submitting the request form to the Campus Life Office, the Student Senate Finance Committee will contact you with the date and time **you will need to attend their next regular meeting time in the Student Senate Office**). If they approve your funds request, you are expected to **attend the next Student Senate General Meeting (Thursday, 7:00 pm, Trustees Room in Alumni Hall)** to answer any additional questions they might have. At the Student Senate General Meeting your request will be voted on for final approval.

### Contact Info

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Box #: \_\_\_\_\_

### Co-Sponsorships

Please list below any financial co-sponsorships you are receiving for your event. Use back if necessary.

_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Co-sponsorships</b>	\$ _____

### Event Summary

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Event Description: On back, please provide a paragraph that describes the event you wish to have and how it relates to your mission statement. If it does not directly relate to your mission statement, please describe how it will benefit the campus community.

### Requested Money

Please provide a line-itemed summary of the charges you need to cover for your event. You may attach another sheet if necessary.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Subtotal</b>	\$ _____
<b>Minus co-sponsorships</b>	\$ _____
<b>Grand total</b>	\$ _____

### For Office Use Only

Application Received: \_\_\_\_\_

Finance Committee Recommendation: \_\_\_\_\_

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

Senate Approval: \_\_\_\_\_

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