

This document has been created in an attempt to help alleviate some of the questions that might arise in the process of requesting funds for club events. As always, if there are further questions please don't hesitate to ask. Sarah Vickers: 713-525-2179 or email coc@stthom.edu.

Obtaining & Submitting the Form

- The Funding Request paperwork can be obtained in the Office of Student Activities (downstairs in Crooker). Ask the secretary and she or he will provide it for you.
- The form must be turned in **7 days** before the CoC budget meeting you wish to present at; **no later than 5pm.**

Budget meeting dates

September 19
October 3
October 24
November 7

Turn in Deadline to Present at This Meeting

September 11
September 25
October 15
October 29

- Please turn in the completed form to the Office of Student Activities. Hand it directly to the secretary, and he or she will mark the date it was received. **You must keep a copy for your records** (one will not be provided for you at the presentation).
- **NB:** The Request Paperwork is dated to ensure the same order for presentations. It may not be turned in after the deadline, but as always you may turn it in early!

Step by Step: Clarifying How to Fill in the Blanks

- The form must be completed in its entirety.
- *“Presented by”* is the name of the person who will be speaking before the council on behalf of their club. **NB:** This might not be the same person as the “Preparer”.
- *“Who will be invited?”* Is this an event for club members only? faculty? freshmen? the whole student body?
- *“Briefly describe your event”* Include such information as: where it will be, why you are hosting this event, what type of format it will be, if it will be co-sponsored...etc.
- The grid on the backside is to be as exact as possible, please be thorough. Log such expenses as food, speaker/entertainment, location rental, decoration, admission...ect.
- *“Estimated amount of income”* Include personal donations, fund-raisers, departmental help, dues...ect. **NB:** These same items should appear on the grid under “Income/Source”.
- *“Preparer’s Name”* This is who wrote out the request (as previously mentioned, this might not be the same person as the “presenter”).

Explaining the Grid

- *“Total Net Assets”* refers to all fundraised/gifted money. This dollar amount can be found through the business office.
- *“30% Club Contribution”* If your club has net assets, it must contribute 30% towards total event expenses.
- There is a section for comments. Please use this space to mention any other pertinent circumstances or allowances.

Reconciling

- Once your funding request is granted and your event has taken place, **you have 30 days to reconcile your account.** This means that within 30 days you must turn in copies of all of your receipts, deposit remaining funds (if applicable) into your account and fill out the Reconciliation Paperwork. **NB:** If this is not done in time, your club runs the risk of having the money taken back out of their account, it will most likely result in a negative balance.

- Reconciliation Paperwork is to be turned in to the Office of Student Activities. Hand it directly to the secretary who will then date and file it.
- It is advised that you keep copies of your receipts and reconciliation paperwork, as it will not be returned to you.