



Fund Request

Please read the following information before submitting a Fund Request Form to ensure that your organization qualifies to received support from the Student Council.

Who May Request Funds?

Any permanent chartered student organization on active and registered status with the Student Council.

What Expenses May An Organization Request Funds For?

Any expense of a non-recurring nature such as a conference your members would like to attend or are hosting this year, to purchase a one-time expense such as equipment, etc.

How Much May We Request?

An organization may request up to \$250 at a single time. You may submit requests more than once a fiscal year, but please understand that there are numerous other organizations requesting funds and a limited amount of funding available each year.

What Must I Do To Request Funds From Student Council?

You must fill out the form below and submit. Forms must be submitted to the Student Council **five days prior to the upcoming meeting** in order to be voted on during that meeting. Student Council meetings are held on Monday Evenings, making the deadline due on the Wednesday prior to a meeting. If the deadline is missed, the funds will be examined at the next meeting two weeks later. Please be sure to attach copies of any receipts, budgets, programs from conferences, etc. with your request. It is only to your benefit!

Once your paperwork is complete you may submit your request electronically to the Student Council Office (studentcouncil@bethelcollege.edu). All organizations submitting a request must send a representative to the Student Council Meeting. Members of the Student Council will review the request at that time and allocation of funds will be granted to those organizations that qualify (remember the expense must be of a non-recurring nature). The amount allocated to each student organization will be based on a first-come first-served basis and the need of the organization.

Questions

If you have any questions, please contact the Student Council at studentcouncil@bethelcollege.edu.



Fund Request

Name of Organization:

Organization address:

Organization Advisor:

 Email Address:

 Contact Number:

Organization Contact:

 Email Address:

 Contact Number:

Amount Requested:

(Maximum amount that can be requested at a single time is \$250.)

Purchaser Name:

Purchaser ID#:

Please explain the event for which funds are being requested:

Please explain the purpose of this event:

Please explain the purpose of your organization:

How many members currently are actively involved in your organization?

Please be sure to attach copies of any receipts, budgets, programs from conferences, etc. with your request. It is only to your benefit!

<i>For office purposes only:</i>	
Is the organization currently on probation or inactive status? _____	
Student Council Review Date: _____	
Approved	Not Approved
Reasoning Provided: _____	

