

Bastyr University
Student Council – Club Funds Request Form
2016 - 2017

Name of Club or Organization: _____

Primary and Secondary Contacts: _____

Telephone: _____ e-mail: _____

Is this club: Currently Requesting Recognition (or) Already recognized by student council

Budget Amount Requested \$ _____

Please detail how these funds will be spent. (Attach a separate sheet if needed)

- Someone from your club **MUST** be present at the next student council meeting in order to have your funds request approved.
- We ask organizations to make requests for the purchase of books to the library first so that all students can use the books.
- Please note that all items purchased using Student Council funds are the property of student council and will be inventoried annually. **You may be held financially liable for unreturned items.**
- There is a separate process to request funds for conferences. Forms are available on MyBU: Student Life: Student Council: Academics
- Please be aware that approval of funding requires that the club tables for an hour during a quarter (this maybe at the club fair) or make a commercial for the Student Council Updates.

Please submit completed form to Student Mailbox of: SC Administration Team Leader: Samantha Pfeiffer

- The Finance team has authorized your organization to receive student council funds

\$ Amount allocated: _____ Academic Quarters: _____

Date: _____ SC Finance Leader: _____

Date: _____

Student Affairs Office: _____

Please contact the Silva Bedoyan in the **Student Affairs Office** for instructions on:

- Copy procedures
- Distribution/reimbursement of funds
- Setting up an account for your organization if you are doing any fund raising

Please do not hesitate to contact me if you have any questions or concerns about this process. I can be reached at Samantha.pfeiffer@bastyr.edu or at my student mailbox.

Thanks and have a good year!

Samantha Pfeiffer, SC Administration Team Leader