

## STEPS IN THE FUNDING PROCESS

(Please do not print this page)

1. • **Submit Fund Request with all Information**
2. • **If approved, receive 70% of funding**
3. • **Run Event**
4. • **Submit relevant receipts of expenditures**
5. • **Receive remaining 30% of funding**

# FUND REQUEST FORM

Organization Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Please note:** The Student Union Society strongly encourages Clubs & Associations to fundraise Fund Requests submitted by Clubs and Associations that have made the effort to fundraise, will be reviewed more favourably by the SUS Finance Committee

<p><b><u>Cheque Section (So that we know who to write the cheque to)</u></b></p> <p>Cheque paid to: (Organization or Person) _____</p> <p>Student #: (if applicable) _____</p> <p>Amount Requested: _____</p>	<p>Would you like to have the cheque held in the UFV <b>Student Union Society</b> office or have it mailed to your home address?</p> <p><input type="checkbox"/> Hold <span style="margin-left: 100px;"><input type="checkbox"/> Mail</span></p> <p><input type="checkbox"/> Direct deposit to student organization account</p> <p><b>(Include Void Cheque or address)</b></p>
---	--

**Requester Section (Complete this form so that we can contact you)**

Requested by: \_\_\_\_\_ Position: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Student no: \_\_\_\_\_ Initials/Signature: \_\_\_\_\_  
 Description of the event (attach additional pages if necessary): \_\_\_\_\_

Date(s) of the event: \_\_\_\_\_ Is this a first time event?  
 If event held previously, when? \_\_\_\_\_ Funds received? \_\_\_\_\_  
 Previous attendance: \_\_\_\_\_ Expected attendance: \_\_\_\_\_  
 If ordering food from outside campus, received permission from Student Services?  
 Name of person who authorized this approval? \_\_\_\_\_  
 Location of event: \_\_\_\_\_

*In order to evaluate your request properly, the Finance Committee frequently needs more information than this sheet provides; in order to process your request, please provide more detailed information on your event, for example, comparison to previous event, attendance at previous event, expected attendance this time, best practices learned from previous event, how you are making this event better, or more cost effective, up to a per budget line description of activities related to the dollar value listed. Include all factors affecting your budget, whether you are requesting funds for the item, or not. Please note that larger requests are reviewed more thoroughly and typically require more information for approval*

**Authorization Section (Must be signed by two signing authorities)**

*The person who the cheque will be paid to (as listed in the **Cheque Section**) may **NOT** be one of the authorizing signers below.*

Authorized by: Print Name \_\_\_\_\_ Position: \_\_\_\_\_ Initials/Signature: \_\_\_\_\_

Authorized by: Print Name \_\_\_\_\_ Position: \_\_\_\_\_ Initials/Signature: \_\_\_\_\_





for students by students

## Student Organization Event Pre-emptive Releases of Liability University of Fraser Valley Student Union Society (SUS)

Event funds awarded by SUS to UFV student organizations are provided to support community development activities.

**Event fund applicants are solely responsible for all financial and legal liabilities connected to an event where SUS event funds were provided.**

### Pre-emptive Release of Liability

The funding **applicant** agrees and accepts that UFVSUS is providing event funding only and has no involvement in the event in any capacity whatsoever. In consideration of the funding, the funding applicant acknowledges, accepts, and agrees to save harmless and keep indemnified the UFVSUS and its respective agents, officials, servants, employees, members, officers, directors, and representatives from and against all claims, actions, costs and expenses and demands in respect to death, injury, loss or damage to any person, or property of any person howsoever cause[d] in relation to the event being funded notwithstanding that same may have been contributed to or occasioned by the negligence of the said UFVSUS, its respective agents, officials, servants, employees, members, officers, directors, and representatives.

Funding Applicant Name (Printed): \_\_\_\_\_

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

Club or Association: \_\_\_\_\_

Executive Position: \_\_\_\_\_

I have read this document and I understand its terms and conditions.

Signature/Initials: \_\_\_\_\_



# EVENT BUDGET PARTICULARS

## EXPENSES

### Administrative

Photocopying \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Licensing Fees, etc \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_

### Production

Room Charges \_\_\_\_\_  
 Table/Chair Rental \_\_\_\_\_  
 Staging Audio/Visual Rental \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_

### Refreshments

Food \_\_\_\_\_  
 Non-Alcoholic Beverages \_\_\_\_\_  
 Alcoholic Beverages\* \_\_\_\_\_  
 Other: \_\_\_\_\_

### Promotions

Newspaper \_\_\_\_\_  
 Posters/Handbills \_\_\_\_\_  
 Banners \_\_\_\_\_

### Travel

Transportation \_\_\_\_\_  
 Accommodation \_\_\_\_\_

### Other

Security \_\_\_\_\_  
 Other: \_\_\_\_\_

## REVENUES

Registration Fees \_\_\_\_\_  
 Tickets Sales \_\_\_\_\_  
 Bar Revenue \_\_\_\_\_

### University Contributions

Faculty \_\_\_\_\_  
 Department \_\_\_\_\_  
 Club(s) \_\_\_\_\_

### Donations (List Sponsors)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Other (Detail)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### TOTAL REVENUES

- \_\_\_\_\_

### TOTAL EXPENSES

= \_\_\_\_\_

### SURPLUS/DEFICT

\_\_\_\_\_

### SUS GRANT REQUESTED

\_\_\_\_\_

\* Please ensure that you have completed the UFV Event Proposal Form and the UFV Policy 15 Form, and receive approval from the Office of VP, Students

By initialing/signing below, I affirm that I have read and understood the stipulations regarding the above mentioned Fund Request Process: \_\_\_\_\_

Forward this completed form and attachments to the **Student Union Society** office in Abbotsford (S1109) or Chilliwack (A1424) or scanned and emailed to [finance@ufvsus.ca](mailto:finance@ufvsus.ca). From the date of the receipt, the **Student Union Society** reserves up to three (3) weeks to review the information and make a decision. Therefore, it is highly recommended that you submit your request well in advance of your event. Receipts verifying the use of funds must be sent to the **Student Union Society** no later than fifteen (15) days following the completion of the event for which funds were requested.

