**HBS Student Organization**

**Funding Request Guidelines**

Date: November 19, 2014

To: HBS Student Organizations

From: Christine Lepkowski

 Director of Undergraduate Programs & Assessment

The attached HBS Student Organization Funding Request Form is now required for all funding requests submitted to the Dean’s Office. The following guidelines apply to all submissions:

1. Funding request forms should be submitted to the Dean’s Office (CH 118) at least 4 weeks prior to the event.
2. All HBS student organizations submitting funding requests must be registered with the SCSU Department of Campus Involvement.
3. The School will consider the educational benefits of the activity and the number of student participants when reviewing funding requests.
4. The School will consider funding up to, but not more than, $2,000 of support per request.
5. The School will fund no more than one request from each student organization per academic year.
6. Student organizations are expected to seek additional sources of funding, including contributions from student participants.
7. A copy of the Senate Finance Committee Reserve Request Packet must be attached to the Funding Request Form.
8. HBS student organizations must follow all SCSU Department of Campus Involvement guidelines for student travel. Willful failure to follow these processes could be viewed as a violation of the Student Code of Conduct. Travel guidelines may be found online at <http://www.stcloudstate.edu/campusinvolvement/organizations/travelresources.asp>
9. Within two weeks of the completion of the funded activity, the student organization must submit a brief (1-2 page) report of the activity to the Director of Undergraduate Programs & Assessment detailing what you learned and how you plan to apply what you learned to your academic work and career.

Please contact me if you have any questions regarding this process.

**HBS Student Organization**

**Funding Request Form**

***Submit to the Dean’s Office (CH 118) at least 4 weeks prior to event***

1. Organization:
2. Student Contact Person:
3. Email Address:
4. Phone Number:
5. Organization Advisor:
6. Name of Event:
7. Date of Event:
8. Brief Description of Event:
9. Total Cost of the Event:
10. Dollar Amount Requested:
11. Date Funds Needed By:
12. Please indicate the purpose for the funding request and event (check all that apply):

[ ]  Competition

[ ]  Conference

[ ]  Educational programming

[ ]  Student travel

[ ]  Social event

[ ]  Networking

[ ]  Other (please specify)

1. If the funding request is for student travel, is a SCSU faculty or staff member going on the trip? [ ]  Yes [ ]  No
2. If yes, what is the name of the faculty or staff member?
3. Please attach a copy of your Senate Finance Committee Reserve Request Packet.

Our organization realizes that the submission of this form does not guarantee any funds will be allocated. The information this organization has supplied in this request is correct and true.

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

Advisor Signature Date Organization’s President Signature Date

Note: Student organizations must follow all Department of Campus Involvement guidelines for student travel. Willful failure to follow these processes could be viewed as a violation of the Student Code of Conduct. Travel guidelines may be found online at: <http://www.stcloudstate.edu/campusinvolvement/organizations/travelresources.asp>