STUDENT ORGANIZATION
REQUEST FOR FUNDING GUIDELINES

Student organizations play a critical role in building community and enhancing the educational experience at Manor College. The Student Activities Office, in an effort to ensure that the funds for student organization activities are allocated in a fair and equitable manner, accepts funding requests from student organizations throughout the academic year on a monthly basis. The Director of Student Engagement determines funding allocations along with the Manor College Student Senate.

ELIGIBILITY

To be eligible to receive funds from the Office of Student Engagement, student organizations must be officially recognized by Manor College and have a club constitution on file with the Director of Student Activities.

GENERAL GUIDELINES

The following are Student Organization Request for Funding Guidelines to help student organizations create the best possible application for funding. By following the guidelines, a student organization has the best possibility of allocation. The fundamental purpose of these Guidelines is to ensure that the Student Activity budget is distributed in a fair, transparent, and responsible fashion.

- Every Student Senate funding application must describe, in detail, the proposal itself, its monetary requirements, and its benefit to the Manor community.
- Student organization events that receive financial support from Student Engagement must be open to all students.
- The Student Senate encourages collaboration among student organizations when sponsoring events.
  - Only one application for funding from one of the participating student organizations to is necessary to achieve funding for a collaborative event.
- The event must not be a regular meeting of the organization (any weekly/monthly meeting where agenda does not deviate from typical discussion). A "unique" meeting would include a recruiting or info session meeting, presentation, speaker, et cetera. If the event occurs on a regular and repeating schedule, a rational describing the unique nature of the event is required.
- The Student Senate encourages organizations to not only provide a thorough application, but also plan the events well in advance, including securing rooms with the Registrar's Office, confirming set up needs with Facilities and IT and advertising.
- Previous allocations awarded for the same organization and/or similar events will not be taken into account by the Student Senate.
- Student organizations cannot apply for funding for the same event multiple times.

- Price quotes, contracts and/or receipts MUST be submitted with the Request Form.
- Student Engagement can provide funding the following:
  - Advertising and publicity for events
  - Speakers or educational events
  - Films and performances
  - Conference registration costs
  - Events, services, or activities that are open to the entire membership of Manor College and enhance the Manor community (so get creative)!
  - Charity fundraising events

- Student Engagement cannot provide funding for the following:
  - Club fundraising events
  - Capital goods (i.e. prizes, uniforms, etc.)
  - Operating expenses (i.e. office supplies)
  - Any event that charges admission fees

The Student Organization Funding (Student Senate) Process:
The following are the recommended steps for organizing a successful event with Student Senate funding:

- Fill out the respective Student Organization Request for Funding Forms for your event.
- Submit your application to the Director of Student Engagement at least two weeks prior to your event.
- Receive an email notification from the Student Senate Treasurer regarding your application's status.
- If allocated money by Student Senate and the event is approved by the Director of Student Engagement you may advertise and host your event.
- Set up an appointment with the Director of Student Activities if paying for items with Credit Card to make payment.
- Turn in the all the receipts, contracts, and other forms from the event to the Director of Student Engagement.

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