

College of Agriculture and Life Sciences – Office of the Dean

Student Organization Activity Request for Financial Support

The College of Agriculture and Life Sciences (CALs) offers CALs-affiliated student organizations the opportunity to request funding for events, projects, or activities that (A) promote the mission of the College of Agriculture and Life Sciences, (B) enhance educational and/or professional opportunities for our students, or (C) have a tangible benefit to the College of Agriculture and Life Sciences including visibility, awareness and community involvement. Individual student requests for supplemental funding will occasionally be considered (e.g., in support of presenting undergraduate research, other professional development opportunities, etc.), but these are non-typical and students must be a currently enrolled CALs major and be in good standing.

Guidelines:

- Each organization is limited to *one funding request per academic year*. Funding requests **MUST** be received at least three weeks (21 days) prior to the event, project, or activity for consideration. Funding decisions will typically be made within 2 weeks of the initial request, but it may take 2-4 weeks to actually receive funds, so plan accordingly and submit proposals as early as possible.
- Organizations/individuals receiving funds will be required to submit a short summary and photos (if applicable) following the activity/event/travel within 30 days following the event. Failure to provide this follow-up will affect future requests for funding.
- Funding typically does not exceed \$1,000, and usually ranges from \$250 to \$500 per organization request. Funding amounts allocated are often directly dependent, and sometimes proportional, to the number of CALs students participating in the activity/event and are also based on the perceived impact of the request on student professional development and the nature or extent of the activity/event that funding is requested for. Documentation of matching funds is a key factor in funding decisions (e.g., Departmental support, organization fundraising support, planned member contributions or costs for participation in the activity, etc.).
- Completion of the Funding Request Form (next page) is **REQUIRED**. Any website links to events or the activity to be participated in by the organization can be included on the form, or attachments to this form are welcome if they further document or explain the nature of the activity/event for which funds are requested. Forms **MUST** be signed by the person submitting the form and the club/organization's advisor, department head, or, if an individual student request, the student's academic advisor.

Funding Request Form:

Organization Name: _____

Is your organization registered with the Student Association (SA) and in OrgSync? Yes No

Person Requesting Funds:

Name _____

Position _____

MSU Email _____

Phone _____

Does the organization have a Banner Account? Yes No

If Yes, Banner Account # _____

If No, who would you like the check made out to? (Include MSU ID# if to an individual)

Has your organization received funds from the Dean's Office in the past? Yes No
If so, how much, when, and for what?

Purpose / Requesting funds for (if an event, include date, time, and location):

Please describe in detail how you intend to use the funds:

What other funds are being used? / What other entities are providing support (e.g., Departmental support, organization fundraising support, planned member contributions or costs for participation in the activity, etc.)?

Total number of students involved: _____

Number of undergraduate students _____ Number of graduate students _____

How many participating students are CALS students? _____

If this is an event you are hosting, does it occur annually? Yes No

If No, do you plan on it becoming one? Yes No

If Yes, please describe the previous event(s)? (Attendance, cost, number of previous events held)

If this is an event you are hosting, how will you publicize it? Does this event involve additional fundraising for your organization?

If this is an event, how many people do you expect to attend?

By submitting this form, you are agreeing that all information included in this application is a true and accurate representation of the request.

STUDENT SIGNATURE: _____

DATE SUBMITTED: _____

Club Advisor Name: _____

Club Advisor Department: _____

Club Advisor Email: _____

Date: _____

ADVISOR SIGNATURE: _____

CALS Dean's Office Use:

Date Received: _____

Funds Approved: _____

Authorized By: _____