

Office use
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BUDGET REQUEST FORM

► For events, conferences,
activities and competitions

Budget Request Form

IMPORTANT:

- The Student Association reimburses the cost of approved events after receiving receipts/invoices. No funding will be paid out in advance.
- This form is for funding requests for events occurring between April 1, 2016 to March 31, 2017.

Contact Information:

Name of Contact:

Email Address:

Name of Supporting Club, Faculty, Staff, or Executive Member:

Email Address:

Date of Submission:

Event Information:

Name of event:

Date & time of event:

Location of event:

Number of affected Students: (check one) 0 – 20 21 – 50 51 – 100 100 +

Number of Student volunteers/workers:

| | |
|-----------------------------|----|
| Total expected event cost: | \$ |
| Total expected fundraising: | \$ |
| Total funding requested: | \$ |

STUDENT ASSOCIATION

of St. Lawrence College (Kingston Campus) • 100 Portsmouth Avenue • Kingston, ON • K7L 5A6
www.sasl.ca • T - 613 544 5400 ext. 1502 • E - studentassociation@sl.on.ca • F - 613 544 1763

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Proposal part I:

What are the main goals and objectives of this event?

Proposal part II:

Explain how this event would meet criteria set out in guidelines.

S T U D E N T A S S O C I A T I O N

of St. Lawrence College (Kingston Campus) • 100 Portsmouth Avenue • Kingston, ON • K7L 5A6
www.saslc.ca • T - 613 544 5400 ext. 1502 • E - studentassociation@sl.on.ca • F - 613 544 1763

Budget Request Form

Attached: (check all that apply)

- Event Risk Assessment Form
- Budget (**required**)
- Supplementary documentation

* If you have any further questions please contact the SA Manager of Student Affairs at samanageraffairs@sl.on.ca or the SA President and Executive Director at sapresk@sl.on.ca.

Please be aware that requests will be evaluated by April 15, 2016. You may be contacted for more information before this time.

Funding Outcomes Reporting

Those requesting funds from the Student Association must clearly detail their plans for reporting on the outcomes of the activities SA funds are supporting. This may include:

- A presentation to the activity's stakeholders.
- Photographs with explanations and/or descriptions.
- Detailed documents or reports.
- A blog or article made available for public viewing (preferably SA website or SA Voice Publication).
- Any other easily consumed media sharable in digital format.
- Any reasonable combination of the above.

I intend on reporting funding outcomes by:

Please note: this should include the number of SLC Students directly involved or affected. It will be the responsibility of those receiving funding to ensure the outcomes of activities are documented and made available to the Student Association within six (6) months of the activities completion. ***Any deliberate or willful ignorance of this policy may negatively affect the likelihood of the same group receiving requested funds in the future.***

By signing this budget request form, I am agreeing that the information is accurate to the best of my ability. I also agree to the funding outcomes reporting if I am successful at securing funding.

Signature:

Date: