

# Waldorf University Student Senate

## Budget Request Form

Email to Senate Treasurer & Financial Advisor: Clara Roderick([clara.roderick@waldorf.edu](mailto:clara.roderick@waldorf.edu)) & Andrea Searcy ([andrea.searcy@waldorf.edu](mailto:andrea.searcy@waldorf.edu))

### THIS FORM MUST BE TYPED

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Club/Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_

Advisor/Director/Coach: \_\_\_\_\_

Advisor Contact Info: \_\_\_\_\_

**Select Funding Category (circle):** \_\_\_\_\_

Field Trips/Conferences

Campus Improvements

Technology & Equipment

Speakers and Programs

Service Events/Trips

Supplies/Food

Items for Requested Funding-Be Specific:  
(please include tax, shipping)

Amount Desired:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Additional Comments:

---

---

---

---

---

---

For Senate Use Only:

Presented to Senate Date: \_\_\_\_\_ Vote: \_\_\_\_\_ to \_\_\_\_\_  Passed  Failed

Treasurer: \_\_\_\_\_ President: \_\_\_\_\_

**Be prepared to answer questions about your allocation request. Some examples of questions are below.**

What is the purpose for this funding request?

How will funding assistance benefit your cause and the community of Waldorf University?

Have you or your organization had any past fundraising efforts? Include date, amount raised, and a description.

What financial contribution will your group be paying and what are the individual students paying?

1. How will you report back to Senate on how this funding helped your organization/cause/event and what you learned from the experience?

**Guidelines for Receiving Funding**

2. The benefit and importance of the project or event to Waldorf University and the organization's members will be critically evaluated. <sup>[1]</sup><sub>[SEP]</sub>
3. Projects and events that promote academic, spiritual, or personal development will be considered high-priority reasons to appropriate funds. <sup>[1]</sup><sub>[SEP]</sub>
4. Banquets, parties, recreational activities, and recreational "fun" trips will be considered lower-priority reasons to appropriate funds. <sup>[1]</sup><sub>[SEP]</sub>
5. Organizations should demonstrate an attempt to acquire funds through fundraisers, University departments and other means. <sup>[1]</sup><sub>[SEP]</sub>
6. Organizations that receive funding should not spend any portion of the appropriation on Homecoming events. <sup>[1]</sup><sub>[SEP]</sub>
7. Food costs will not be funded by Student Senate
8. University transportation may be considered for full funding. Other forms of transportation will be funded at twenty-five cents (\$0.25) per mile with a maximum of \$500 appropriated for transportation. <sup>[1]</sup><sub>[SEP]</sub>
9. Lodging costs may be funded up to a maximum of \$500. <sup>[1]</sup><sub>[SEP]</sub>
10. Event registration may be funded with a maximum of \$100 per person. <sup>[1]</sup><sub>[SEP]</sub>
11. Appropriations should not exceed \$100 per participant in a trip, conference, or convention. <sup>[1]</sup><sub>[SEP]</sub>
12. Student Senate will not appropriate funds for general operating costs. Organizations requesting appropriations must show specific use for the funds requested. <sup>[1]</sup><sub>[SEP]</sub>
13. There is a time limit to spending. Senate as a general rule does not allow spending after May 1<sup>st</sup> after the conclusion of the academic year.
14. Groups must plan ahead for spending. It takes some time to get approval, signatures and to process checks, PO's and credit card requests to be sent out. We recommend planning at least three weeks ahead of your deadlines.