

DIRECTIONS FOR SPECIAL FUNDING APPLICATION

Student Senate hopes to fund all special requests. However, funding will be on a first-come-first-serve basis. Apply for funding before the event takes place. And, remember, money is not guaranteed until Student Senate's approval.

1. Obtain an application online at <http://www.northwestcollege.edu/campuslife/clubs.cfm> or in the Residence Life Office (DSC 222).
2. **Write a thorough cover letter** fully explaining the benefit of the request to the students involved.
 - a. Primarily, how do the activities and/or the group benefit the NWC community?
 - b. Provide a detailed description of how the organization plans to use the funds requested.
 - c. Include past and planned (campus or other) community service and involvement.
3. Application **must be typed** for consideration. Please print neatly or type.
4. Fill out the general information blanks about your club or organization.
5. Sign the funding agreement.
6. Provide a roster of students involved, or students that this funding will positively affect.
7. Turn in to the Residence Life Office (DSC 222) at least one week before you wish to present your proposal at a regularly scheduled Student Senate meeting (every Tuesday at 5:00 PM). One week is given to the Senate to review the application before a decision is made. Process is similar to club funding.
8. Special funding applications will be accepted until **further notice** in DSC 222.

If you have any questions about the application, funding, or Student Senate, please feel free to contact:

- Miles McNair, Treasurer
 - Miles.mcnair@student.northwestcollege.edu
 - (425) 230-3129
- Kaleb Olsen, President
 - Kaleb.olsen@student.northwestcollege.edu
 - (307) 921-8203
- A Student Senate advisor in the Residence Life Office in DSC 222

APPLICATION FOR SPECIAL FUNDING FROM STUDENT SENATE

(For special funding requests only, not club funding.)

- Please read and complete the application thoroughly.

DATE: _____

ORGANIZATION NAME: _____

ACCOUNT #: _____

PRESIDENT: _____ ADVISOR: _____

PHONE #: _____ PHONE #: _____

E-MAIL: _____ E-MAIL: _____

ADDRESS: _____ OFFICE/ADDRESS: _____

FUNDING AGREEMENT

We, the undersigned, understand that the failure to complete the application in full, including writing a cover letter, will result in no funding. If this organization receives funding and does not complete the required post project or presentation, it will result in **refusal for funding in the following year**. In signing we testify that all information provided in this application is **complete and true** to the best of our knowledge. We also understand that the **Senate has the right to decline or reduce funding as they see appropriate**.

President

Date

Advisor

Date

STUDENT ROSTER – WHO WILL THIS FUNDING AFFECT?

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