



# Supplemental Funding Request Information

Each year clubs have an opportunity to apply for Supplemental Funding from their Council Coordinator or the SA Board of Directors. Paperwork and guidelines are on the following pages.

1. The requesting club must be recognized by the Student Association and must meet all criteria to be in good standing. (Criteria for good standing can be found in the Club Handbook.)
2. All Clubs are required to submit the Supplemental Funding Request Form.
  - a. A club must be able to produce proof of the current account balance and fund-raising totals upon request; this information can be obtained from the club's general ledger or requesting help from the finance department in the SA Office.
  - b. The club must indicate the goals and purpose of the activity being sponsored and how the activity will benefit the UB Undergraduates.
  - c. All sources of income for the activity must be listed.
3. The funds allocated to a club must be used only for the purpose outlined on the application submitted, and proof of this must be submitted to the Council Coordinator or SA Board of Directors upon request.
4. Clubs may be asked to make an oral presentation to the Board of Directors. Persons making the presentation must be able to answer all pertinent questions the Board may have.
5. All funding requests must be submitted to the club's Council Coordinator. Supplemental Funding Requests from the Council Coordinator will be submitted to the SA Treasurer for review and if approved will be added to the next Budget Adjustment. Supplemental Funding Requests from the SA Board of Directors should be submitted to the Council Coordinator to be added to the Board of Director's agenda for approval.
  - a. The approval of a supplemental funding request and the transfer of funds may not occur in the same meeting, be prepared for this delay.

Please note that the Council Coordinator and/or Board of Directors reserve the right to provide all, some, or none of the funds requested based on the objective analysis of the Club's needs, past activities, completion of criteria, and availability of funds.

Please note that Supplemental Funding money does not count as fundraising or a fundraising event, and is NOT eligible for rollover.

Please note that the Council Coordinator and/or Board of Directors reserve the right to:

- Take back any money given in supplemental funding that was not spent on the event stated
- Take back all monies given to the club if the club cancels the event
- Fines and other penalties may be applied to a club that uses supplemental funding money for anything other than the event that they applied for. Penalties may include de-recognition.

It may take up to three weeks for a club to receive into their budget any monies given to the club by the Council Coordinator and/or Board of Directors. All financial rules apply to supplemental funding monies including pre-approval through the SAFE system before money can be spent.

To be considered for Supplemental Funding by the Council Coordinator, a club representative must be able to meet with the Council Coordinator to answer any questions upon request. To be considered for Supplemental Funding by the Board of Directors, a club representative must be at the scheduled Board of Directors meeting in order to present the request. Forms must be legible, complete, including a full budget and the club must meet the criteria to receive the funding. Funding for events with pre-set days should be submitted at least four weeks prior to the event in order to ensure a timely response and processing time for the money into the clubs account for spending. Request should be handed in to the Club's Council Coordinator for review and submission to the correct party.



# Supplemental Funding Request Form

## Club Information:

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

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Description of Event:

Benefits of the Event to UB Undergrads:

Purpose of this Event:

Itemized list of how supplemental funds will be used:

Item:	Dollar Amount:
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total being requested:</b>	\$

## Club Budget Information:

Current balance of club budget: \$ \_\_\_\_\_

Expenditures already encumbered (requested) for this event:

Item:	Dollar Amount:
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Other Monies being requested or has been granted for this event:

Item:	Dollar Amount:
	\$
	\$
	\$

Ticket Sales Information:

Will there be ticket sales for this event:

	Price:
Patron Type:	\$
Patron Type:	\$
Patron Type:	\$
Patron Type:	\$
Patron Type:	\$
<b>Total Ticket Sale Revenue:</b>	\$

Other Information that you want the Council Coordinator and/or Board of Directors to know:

## Supplemental Funding Approval Signature Page

To be completed by the Council Coordinator or Chair of the Board of Directors before submission to the SA Treasurer. The completed supplemental funding request that was presented to the Coordinator or Board for consideration must be attached for the club to receive any monies into their account.

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

Council: \_\_\_\_\_

Amount of Money: \_\_\_\_\_

Event Money is to be used for: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Supplemental Funding Request:

\_\_\_\_\_ Board of Directors

Chair of Board of Directors Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Date that the Funding Request was voted on: \_\_\_\_\_

\_\_\_\_\_ Coordinator

Coordinator Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval to be added to a Budget Adjustment

SA Treasurer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Monies to be transferred to club as part of Budget Adjustment: \_\_\_\_\_