

Wilkes University Student Government Club Fund Request Form

Fill this form out in its entirety, attach an itemized budget breakdown, and email to studentgovernment@wilkes.edu by Friday at midnight in order to be considered for the agenda the following Wednesday meeting.

<u>Organization</u>	<u>Advisor</u>
<u>Date of Request</u>	<u>Date Funds are Needed</u>
<u>Current Account Balance</u>	<u>Account Number</u>
<u>Number of Members involved in project</u>	<u>Number of people benefiting from funds</u>
<u>Fund Request</u>	<u>Total Project Cost</u>
<u>Requester</u>	<u>Contact Information</u>

<u>Description of project</u>
<u>Describe fundraisers you have done (activity and amount)</u>
<u>Club activities for the current semester (including community service)</u>
<u>Describe how students will benefit from these funds. How many students are considered graduates?</u>
<u>Is there a potential for publicity for Wilkes University? If yes, please explain how</u>

Signature of Requester _____

If you are granted funding, be aware that you are subject to an SG audit. By signing you also agree to return any unused funds back to Student Government and understand that no funds may be used for graduate students. Any and all unused funds will be returned back to SG by the end of the academic year in which you presented unless stated otherwise.

Wilkes University Student Government
Henry Student Center Suite 108A | 84 West South Street | Wilkes-Barre, PA 18766
studentgovernment@wilkes.edu

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Please list other people or organizations that you have petitioned for funding

Please attach an itemized budget in your email as well as include it in your PowerPoint presentation.

Signature of Requester _____

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