

- I. Requesting funds from the Office of Student Life**
- a. Funding is determined by the Office of Student Life, NOT by the organization.
 - b. Funding is determined PRIOR to beginning preparation of the activity/event. Any funds requested following the activity/event will not be granted.
 - c. Reimbursements must be approved by the Coordinator for Student Life PRIOR to any purchase for the activity/event.
 - d. In order to request funds from the Office of Student Life, the organization must complete the “Request for Student Life Funds” form. This form must be submitted to the Office of Student Life at the same time as the submission of the “Office of Student Life Event Proposal” form. The fund request form is located in the boxes outside the Office of Student Life at the Parham Road campus (Burnette Hall, Room 256-B) or at the Downtown campus (Room 116).
 - e. The “Request for Student Life Funds” form requires the organization to list the individual items that it needs for the activity/event and the estimated dollar amount for each item. The organization also uses this form to request whether or not it will need a check in advance or reimbursement. If additional funds are required after submitting this form, the organization must submit a new “Request for Student Life Funds” form, representing the newly requested items.
 - f. The “Request for Student Life Funds” form will require the signature of the student completing the form and the signature of the organization’s faculty advisor.
 - g. Once the form is completed, the Coordinator for Student Life and the Student Life Specialist will review the request. They will work together to determine if the requested amount is reasonable, and they will make adjustments when necessary.
 - h. Once their decision is made, the Coordinator for Student Life will fill in the final dollar amount on the “Request for Student Life Funds” form and return it to the organization.
 - i. The Office of Student Life suggests that the organization appoint a “Treasurer”, who will periodically meet with the Coordinator for Student Life regarding the budget of that particular activity/event.
 - j. Funds will only be granted to organizations with official status within the Office of Student Life.
 - k. Failure to follow any of the procedures mentioned above may result in the refusal of funding for that particular activity/event.