**STUDENT ACTIVITY COUNCIL**

**FUNDS REQUEST APPLICATION**

After creating a proposal, please submit a **HARD COPY** of the proposal with a **Staff Supervisor signature** to

 Ms Koutroubis (Science office room 345) or to Jamie Shapiro’s mailbox in the SAC office.

There will be at least a week of review before you will be notified with the date of your presentation. If you have any questions, please find Jamie in the SAC office or email her!

**REMEMBER:**

1. Make a note of all your fundraising activities/future plans in detail with the amount raised on the proposal.
2. If the request is for a large amount ($200 or more), please list out all expenses and attach a budget showing how much money is being spent on what. You will be notified by email for your presentation date and time.
3. You must allow a week for funds to process.
4. Please submit your application **3 weeks prior** to the date you require the funds.

**GUIDELINES:**

1. Club must be a registered Earl Haig club.
2. Food and drinks will not be reimbursed.
3. Club must present budgets and receipts of expenses upon request.
4. Have a representative from the club attend the meeting.

**Your application will include the following basic information:**

* Date Submitted
* Name of Club/Council/Team/Event
* Club President(s)
* Contact Person
* Phone number and Email of Contact Person
* Staff Supervisor(s) and Department(s)

**Please indicate clearly if the request is for a:**

1. **Grant** - funds given by SAC provided guidelines are met

OR

2) **Loan** - funds must be reimbursed TWO WEEKS after date given

**Your requests will answer these questions:**

1. Why do you need these funds?
2. Why do you believe all students of Earl Haig should contribute to your club?
3. How exactly will the money be spent? Include a **Cost Breakdown.**
4. Has your club made any efforts to fundraise money? If so, please list them.
5. Is there a specific date you need these funds for?

Please ensure your application has been approved by your Staff Supervisor(s). It should be **signed** by your Supervisor(s), alongside their name.