



## Council Application for Student Senate Allocation Funds

<p><b>Council:</b> _____  <b>Council Representative:</b> _____  <b>Phone #:</b> _____ <b>CMB:</b> _____  <b>Student E-mail:</b> _____  <b>RSOs within Council:</b>  _____  _____  _____  _____</p> <p>Complete information required on the following page.</p>	<p style="text-align: center;"><i>Office Use Only</i></p> <hr/> <p style="text-align: center;">Date of Hearing</p> <hr/> <p style="text-align: center;">Amount Allocated</p> <hr/> <p style="text-align: center;">Senate Executive Treasurer Signature</p>
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### Student Senate Allocation Process and Guidelines:

1. The Allocation Form must be turned in by the deadline.
  - a. Deadline for Allocations will be given by the Executive Treasurer during regularly scheduled Senate meetings.
2. The Council Representative and RSO Treasurer of *every RSO within the council* must be in attendance at the Allocation Hearing.
  - a. If a RSO Treasurer is unable to attend then the Chief Student Leader of that RSO must attend.
  - b. Any other Council Members (i.e. the person planning an event) that could contribute valuable information are encouraged to attend the hearing.
3. Be prepared to defend you request for funds and discuss your current budget.
4. If you are late to the allocation hearing time your request for funds will not be heard by the committee.
5. You may only request funds in advance.
  - a. i.e. You may not request funds to support events that have already occurred.

***We agree that all monies allocated to this council will be used only for the items in the budget proposed in this application. We affirm that every RSO under the council agrees to this request for funds. We also understand that none of these funds may be used to purchase alcohol. We further agree to adhere to the Student Senate Allocation Process and Guidelines stated above.***

\_\_\_\_\_  
Council Representative to Student Senate

\_\_\_\_\_  
Chief Student Leader of Council

More signatures required on following page that show agreement to the statement above.

**RSO:** \_\_\_\_\_  
**RSO Treasurer (or Chief Student Leader):** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**CMB:** \_\_\_\_\_ **Student E-mail:** \_\_\_\_\_  
**Faculty/Staff Advisor of RSO:** \_\_\_\_\_

\_\_\_\_\_  
RSO Chief Student Leader's Signature                      RSO Treasurer's Signature

\_\_\_\_\_  
Faculty/Staff Advisor of RSO's Signature

**RSO:** \_\_\_\_\_  
**RSO Treasurer (or Chief Student Leader):** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**CMB:** \_\_\_\_\_ **Student E-mail:** \_\_\_\_\_  
**Faculty/Staff Advisor of RSO:** \_\_\_\_\_

\_\_\_\_\_  
RSO Chief Student Leader's Signature                      RSO Treasurer's Signature

\_\_\_\_\_  
Faculty/Staff Advisor of RSO's Signature

**RSO:** \_\_\_\_\_  
**RSO Treasurer (or Chief Student Leader):** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**CMB:** \_\_\_\_\_ **Student E-mail:** \_\_\_\_\_  
**Faculty/Staff Advisor of RSO:** \_\_\_\_\_

\_\_\_\_\_  
RSO Chief Student Leader's Signature                      RSO Treasurer's Signature

\_\_\_\_\_  
Faculty/Staff Advisor of RSO's Signature

**RSO:** \_\_\_\_\_  
**RSO Treasurer (or Chief Student Leader):** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**CMB:** \_\_\_\_\_ **Student E-mail:** \_\_\_\_\_  
**Faculty/Staff Advisor of RSO:** \_\_\_\_\_

\_\_\_\_\_  
RSO Chief Student Leader's Signature                      RSO Treasurer's Signature

\_\_\_\_\_  
Faculty/Staff Advisor of RSO's Signature

Duplicate this page as many times as necessary to include all RSOs under the council.

***Please answer all questions on this page thoroughly and accurately. Please type out all answers on this form. If necessary you may answer on separate sheets of paper. You must be able to defend the answers to these questions as well as answer questions that may not appear on this form.***

1. How much money do you wish to Allocate at this time? \_\_\_\_\_

2. Please describe the event or project you will be using the allocation funds to finance.

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3. Please list any previous fundraising events that your RSOs have had before this Allocation Hearing. Also include any activities that your RSOs have put on for the Schreiner Community in the past year.

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4. Please include an itemized list for which the allocated funds will be used for.

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5. How much from your RSOs budgets are you planning on using for your activity or event?

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6. If given this money, how will it benefit the Schreiner Community? How will it benefit your council?

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