

CONTINGENCY FUND APPLICATION

DATE: _____ AMOUNT REQUESTED: _____

NAME OF CLUB / ORGANIZATION: _____

STUDENT CONTACT: _____

CONTACT PHONE: _____ EMAIL ADDRESS: _____

ADVISOR: _____ ADVISOR PHONE: _____

ATTACH YOUR ANSWERS TO THE FOLLOWING QUESTIONS:

1. How do you plan to use the requested funds? *Please attach a detailed budget and supporting documents.*
2. What other sources of funds do you plan to use?
3. Aside from this funding request, what other fund-raising have you done or plan to do?
4. How will this funding request benefit the South Puget Sound Community College student body or your organization?

ITEMIZED COST BREAKDOWN

| ITEM | COST |
|-------|---------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| | TOTAL: _____ |

DATE WHEN FUNDS ARE NEEDED BY: _____

DATE SUBMITTED TO BUDGET COMMITTEE: _____

STUDENT SIGNATURE: _____ DATE: _____

ADVISOR SIGNATURE: _____ DATE: _____

APPROVED: _____ REJECTED: _____

Contingency Request Process

1. Fill out a Contingency Application (available online or in the Office of Student Life.) Please answer the questions to the best of your knowledge. The information provided will allow the Finance Committee to make an informed recommendation to the Senate.
2. Submit the Contingency Application to the VP for Administration and Finance, who serves as the Finance Committee Chair. (office and mailbox in the Office of Student Life.)
3. You will be contacted by the Committee Chair with the date and time of the next Finance Committee meeting (be sure to submit contact info on the form). It is highly encouraged that a representative of the organization is present to answer questions or provide clarifications at the Finance Committee Meeting.
4. You will be notified in a timely manner of the Finance Committee Recommendation.
5. At the Student Senate meeting following the Finance Committee meeting, the Senate will act on the Finance Committee Recommendation. Regularly scheduled Senate meetings are posted on Senate Boards in the Student Union Building.

Note: Please refer to the Club Handbook for timelines regarding travel, purchases, etc. Please realize that these timelines do not include processing time for a Contingency Application.