



Ways and Means Committee Request for Funding

**Please submit this request at the Student Information Window for date/time stamp.
Please read the Ways and Means Committee Guidelines listed on the back of this form.**

Name of Event/Project: _____

Request submitted by: Print: _____

Signature: _____

Email: _____ Phone: _____

Date of event/project: _____ Name of co-sponsoring organization(s): _____

Purpose of event/project: *If you need additional space, please attach additional pages.*

Benefit to Southwestern College students:

How does this event impact all students and/or raise awareness of certain issues at the Southwestern College campus or community?

Has this event been funded before?

Amount Requested: _____

*****It is REQUIRED that a detailed description/list of expenses be attached to the Request For Funds. Thank you.***



Ways and Means Guidelines

Time: The Ways and Means Committee reserves the right to not consider the proposal if not submitted within six weeks prior to the event.

Percentage of funding: The Ways and Means Committee reserves the right to fund an event from 0% to 100% of the costs.

Other Sources: The Ways and Means Committee recommends that clubs and/or organizations work to raise funds from other sources.

Details: The Ways and Means Committee recommends that clubs and/or the organizations attach a complete and thorough breakdown of the events' expenses and list of other sources of funding if there are any.