



STUDENT ORGANIZATION FUNDING APPLICATION
Maximum amount available per student organization per year is \$200

Purpose

The purpose of this fund is to provide all registered student organizations (graduate and undergraduate) at Kent State University, Kent campus, with an alternative funding source for organization business. The money in this fund is available for the following types of requests:

- Educational programs (honorariums, audio-visual, marketing, supplies)
- Marketing/PR of the organization (i.e. *Stater* ads, flyers, pencils)
- Food related to a specific program/event (i.e. free pizza to encourage attendance at a speaker) or for an end-of-year banquet
- Field trips (i.e. day trip of the Art History Club to the Akron Art Museum)
- Equipment or supplies (i.e. printer paper)

Funding is not available for social activities (i.e. pizza after an organization meeting).

Guidelines and Application Procedure

A limited number of applications will be funded each year and all registered student organizations on the Kent campus are eligible to apply.

To be considered for Student Organization Funds, an application must be submitted to the Center for Student Involvement, 226 Kent Student Center at least two weeks prior to the activity for which funding is requested. All requests will be based on the merit of the application. Applications will be reviewed by a committee comprised of faculty and staff which meets twice a month when school is in session. To be reviewed, completed applications must include a budget and be received by 5 p.m. the Monday prior to the scheduled committee meeting. Organizations will be notified after each committee meeting whether or not they received funding approval.

Applications are also available in the Center for Student Involvement, 226 Kent Student Center, or on-line at www.kent.edu.

Questions, please contact Rebecca Kapler, Center for Student Involvement, 226 Kent Student Center, 330-672-5288 or via email at rkapler@kent.edu

Name of Organization: _____

_____ Graduate Organization _____ Undergraduate Organization

Program Title or Request for: _____

Date of Program: _____ Time of Program: _____

Program Location: _____ Projected Attendance: _____

Target Audience: _____

Purpose of Program: _____

Justification for Request: _____

Print Name of Person Submitting

E-mail Address and Phone Number

Signature of Person Submitting

Date

Print Name of Advisor

E-mail Address and Phone Number

Signature of Advisor

Date

Name of Performer/Speaker: _____

Please include a bio if requesting a speaker and/or the conference agenda or registration including dates, location, fees and schedule.

Honorarium Amount: \$ _____

On an attached sheet itemize the following:

Food: \$ _____

University Service (AV rentals, custodial, interpreter): \$ _____

Marketing/PR (outline your marketing/PR plan): \$ _____

Equipment/Supplies - specific item(s) to be purchased and how each will be used:
\$ _____

Total of Request (not to exceed \$200) \$ _____