

# SOCIETY FUNDING & PRINTING REQUEST FORM

Please complete and submit to the KSU Financial Vice-President by dropping off your form in the King's Students' Union Office. If your society would like to submit a funding request for Alcohol you must complete the Alcohol Funding form and submit it with this form.

If you have questions or want any help with this form, please contact the KSU Financial Vice-President, Marie Dolcetti-Koros at [fvp@ksu.ca](mailto:fvp@ksu.ca) or visit the office during the FVP's office hours. The KSU posts office hours on the office door and online at [www.ksu.ca](http://www.ksu.ca).

## SOCIETY AND EVENT DETAILS

Name of society:

Contact person:

Name:

Role on society executive:

Email:

Phone number:

Event Details:

Name of event:

Date and time:

Location:

How many people do you expect at your event?

Description of event (What is the goal of this event? How will it positively impact KSU members?):

How will it be advertised? *Please contact [cvp@ksu.ca](mailto:cvp@ksu.ca) if you'd like your event included in This Week at King's (TWAK), tweeted about, or otherwise publicized by the Union!*

Will you be serving alcohol at your event? \_\_\_\_\_ YES \_\_\_\_\_ NO

*If YES, please complete an Alcohol Funding Guidelines and Approval Form\_and submit along with this package. Forms can be found at [ksu.ca/societies](http://ksu.ca/societies) and at the KSU office*

Any further details/relevant information about the event?

## TYPE OF FUNDING SOUGHT

**Contingent Funding:** You will spend your personal funds and then submit your receipts to the Financial Vice-President for reimbursement after the event has taken place. Receipts can be handed in within 30 days of the date on the receipt to Rebecca Stuckey, the KSU Services and Campaigns Coordinator in the KSU office.

*Should paying out an up-front cost from personal funds be an issue, please contact the Financial Vice-President directly to sort out an alternate plan.*

**Non-Contingent Funding:** *Only available to Tier 2 societies with bank accounts.* A cheque will be written to your society's bank account prior to the event and you must submit receipts for the Financial Vice-President's review within 30 days of your event.

*If requesting non-contingent funding, what is your society's bank balance?*

## BUDGET

Please be as specific as possible in your budget, reflecting real numbers instead of estimates. For example, take a trip to the grocery store to price out snacks.

Item	Cost
Total Cost	

## ADDITIONAL PHOTOCOPYING

When your society was ratified you were allotted a certain number of photocopies for the year based on your printing category as Regular, Large, or Extra-Large. Photocopies that fall within your allowed number do not need to be requested on this form. Please only complete the following section if you have exceeded your print quota for the year. If you are unsure how to photocopy or how many copies your society has left, please contact the KSU Services and Campaigns Coordinator, Rebecca Stuckey, at [coordinator@ksu.ca](mailto:coordinator@ksu.ca) or visit the KSU office during regular hours. The KSU posts office hours on the office door and online at [www.ksu.ca](http://www.ksu.ca).

	# of Sides (i.e. a 10-page document printed double sided would be 10, not 5)
Black and White Photocopies	
Colour Photocopies	

## OFFICE USE ONLY

Date Received:

Received By:

Date of Finance Committee Meeting:

Additional Notes: