

Society Funding Request Form

Please complete and submit this form to the KSU Financial Vice-President. It must be dropped off to 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 require assistance, please contact the KSU Financial Vice-President, Nick Harris, at fvp@ksu.ca or visit our office during the Financial Vice-President office hours. The KSU posts office hours on the office door and online at www.ksu.ca.

Society Details:

Name of society: _____
Contact Name: _____
Role in Society Executive: _____
Email: _____
Phone number: _____

Event Details:

Name of event: _____
Date and time: _____
Location: _____
Description of event: _____

What is the goal of this event? How will it positively impact King's Students?

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

Any further details/relevant information about the event?

Type of Funding Sought:

Contingent Funding:

With this type of 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 Michaela Sam, the KSU Services and Campaigns Coordinator in the KSU office.

The reimbursement model keeps this type of funding accountable, but 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:

This type of funding is 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 or visit online websites to price out snacks.

Item:	Cost:

Total Cost	
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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 Coordinator at 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.

	# 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: _____