

# SOCIETY FUNDING & PRINTING REQUEST FORM

Please complete and submit to the KSU by dropping off your form in the King's Students' Union Office, or emailing it to [coordinator@ksu.ca](mailto:coordinator@ksu.ca).

If you have questions or want any help filling out this form, please contact the Services and Campaigns Coordinator at [coordinator@ksu.ca](mailto:coordinator@ksu.ca) or visit the office during our office hours, 10am-4pm, Monday to Thursday.

## SOCIETY AND EVENT DETAILS

Name of society: \_\_\_\_\_

Contact person:

Name: \_\_\_\_\_

Role on society executive: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date and time: \_\_\_\_\_

Location: \_\_\_\_\_

Description of event: \_\_\_\_\_

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

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How will it be advertised? *Please contact [communicationsvp@ksu.ca](mailto: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!*

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Any further details/relevant information about the event? \_\_\_\_\_

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## TYPE OF FUNDING SOUGHT

\_\_\_\_\_ Contingent Funding: With this type of funding you will spend your personal funds and then submit your receipts to the Services and Campaigns Coordinator for reimbursement after the event has taken place. Receipts can be handed in within 30 days of the date on the receipt to Cameron Pye, 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 Services and Campaigns Coordinator 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 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, Cameron Pye, 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: \_\_\_\_\_

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