

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 financialvp@ksu.ca

Forms are due for review the Wednesday before each Finance Committee/Council meeting. The Council meeting schedule is posted online at ksu.ca/council. Make sure that you time your requests so that they are reviewed prior to your event, as the KSU does not provide retroactive funding.

If you have questions or want any help filling out this form, please contact the Financial Vice President, or visit the office during our office hours (which are posted on the office door and online at www.ksu.ca)

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: _____

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 for reimbursement after the event has taken place. Receipts can be handed in within 30 days of the date on the receipt to the 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 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: _____
