Student Foundation at Oregon State University Funding Request

Funding Eligibility & Guidelines

• Must be a currently recognized Sponsored Student Organization

• Groups are eligible for funding from the Student Foundation once every academic year

• Groups that receive funding MUST provide a detailed description of how the funding impacted your organization and the OSU community, including photos documenting the event
  o Information and documentation must be submitted within 2 weeks of conclusion of the event or activity funded to the Post-Funding Accountability Director

• The following are ineligible for funding:
  o Social Fraternities or Sororities
  o Activities promoting a particular religion
  o Activities towards partisan politics
  o Membership dues
  o Fuel costs
  o Food for closed group events
  o Voluntary Student Organizations

• Any funding request more than $2,500 will not be approved
**Instructions**

- **Applications must be submitted at least THREE weeks prior to date funds are needed.**

- Your application should include:
  - Application cover page (included in this document)
  - A separate document detailing the following:
    - Description of group
    - Description of situation requiring funds (please be thorough)
    - Anticipated benefit to Oregon State University and its students
    - Other financial resources pursued
    - Detailed and itemized budget
  - Turn in a printed copy of all of these application materials to the Student Experience Center or an email of all material to Funding Request Director, Hayley Crawford

- Be prepared to create a 5-10 minute presentation for the Student Foundation Board discussing the information submitted in your application.
  - After submission of your application materials, you will be contacted to schedule a time for your presentation.

- Any other questions regarding the funding request process can be directed to the **Funding Request Director**, Hayley Crawford (crawforh@oregonstate.edu)
Student Foundation at OSU Funding Request Cover Page

Today’s Date:

Date Funds are needed:

Organization Name (Please do not use acronyms):

MU Account Number:

Group Representative Name:

Phone Number:

ONID E-mail Address:

Advisor’s Name:

Amount Requested:

Brief Description of Your Activity:

STUDENT FOUNDATION USE ONLY

Presentation Date ______________  Request Approved ____________

Request Denied __________

More Information Requested ______________  Partially Funded __________

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Pre-Funding Agreement

• As representative of __________________________ student organization, I (please print name) __________________________ agree to attend a post-funding presentation directed by the Student Foundation at OSU.

• Failure to attend said post-funding presentation, that group shall be considered ineligible to receive funds from the Student Foundation for the following academic year.

• All non-utilized Student Foundation funds shall be returned within the same two-week period.

• All groups that receive funding MUST provide photos/PowerPoint of how the funding was spent with a brief description of the photos and events about two weeks after the event. All this must be emailed to the Post-Funding Accountability Director, Bryn McCarthy (mccartbr@oregonstate.edu) and posted on the Student Foundation at OSU Social Media page. If this is not completed, your student organization will not be able to receive funding for the next three academic years.

• If I am selected to receive funding, I will abide by these rules.

Signature: __________________________ Date: ________________