

***(\*) Please complete and submit the form to Vice President Administration at*** ***su\_vpadmin@stu.ca******.***

***(\*) Please review Clubs & Societies Policy at stusu.ca for more general guidelines on the requirements and funding process.***

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| **Contact Name:** | **Organization:** |
| **Email:** | **Overall cost:** |
| **Amount requested:** | **Date:** |
| **E-transfer email:** |  |
| **Please describe the event for which you seek funding:** |
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| **Please describe the goal or potential impact of this project:** |
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| **Who (generally speaking) and how many people will be involved in this endeavor?**  |
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| **Please describe any other sources of funding, including fundraising and funding from the university or departments within it:** |
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| **Please specify the time, date and location of this event:** |
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| **Please describe how you plan to advertise this event/project:** |
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| **Is there anything else that you would like the committee to know about this project?** |
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| **Please use this space to provide us with a break-down of your expected costs. Try to be as specific as possible (e.g. instead of $100 for snacks, say $50 for 2 party pizzas from Greco, $15 for 5 bags of chips, $15 for paper plates, cups and napkins, etc…)** |
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| **Total:** |  |
| **Per: Vice President Administration**  | **Approved/ Denied** |