Guidelines for funding a student club at MUM

Every Student Club is apt to find itself in need of some money to sustain its operations. This can range from a few dollars to cover duplication of minutes to several thousand dollars to sponsor a major event.

Here a few of the sources for securing funds on campus:

- Accessing and collecting dues
- Soliciting contributions
- Applying for grants from on and off campus sources
- Specific fund raising projects
- Student Government

Fund raising efforts can be from simple bake sales to sponsoring a major event and charging admission.

Student Activities reserves the right to regulate certain fund raising efforts to assure that University facilities and resources are not misused for personal gain or go against the University's Mission.

Only recognized Student Clubs are permitted to raise funds on campus and they are limited to non-commercial activities. Projects and use of funds raised are expected to be consistent with the club's objectives.

A “Funds Request Form (For Fundraising Events)” form is required for each fund raising event.

Completed forms should be returned to Student Government four weeks prior to the event. Student Government may regulate the number of individual fund raising project at any one time as a means of providing balance and assisting groups in their efforts.

If an event requires on-campus charges for a Fund Raising Activity, the student club will be charged by the University for those expenses.

Funding from Student Government for recognized Student Clubs will only be accept typewritten applications.

Applications must be complete. Please include supplementary material if applicable.
Student Government must be provided with documentation verifying any speaker, entertainment or conference fees in order to approve a request. Request for speakers should include a resume, conference request must be substantiated with a brochure giving specifics for dates, registration fees, sessions, hotel rates, etc.

The Student Government will not fund incomplete applications.

Whenever admission is charged at a Student Government financed event, the first monies collected, up to the Student Government allocation, must be returned to Student Government for future allocations.

The criteria used in evaluating proposals include, but are not limited to:
- Importance of the activity to the campus
- Degree of planning and likelihood of success of the activity or event
- Whether the organization has used funds responsibly in the past
- Whether the organization has attempted to raise funds from alternate sources.

Student Government does NOT fund:
- Debts incurred by an organization
- Activities or events not approved by the University

Recognized clubs are expected to keep complete and accurate records of all financial transactions. These records must be kept current and available for inspection and audit by Student Government at anytime. Officers of organizations may be held accountable and liable for misused funds.
Maharishi University of Management
Funds Request Form
(For fund raising events Only)

Name of Organization ____________________________________________________

Today's Date _____________________

Number of MUM student members_______

Total number of members__________

Number of MUM students who participate regularly_________

Date of last meeting______________

Amount being requested _____________

Requested date for funds ____________

Name of contact person (student)__________________________________________

Telephone _________________________

Email_____________________________________

Name of Faculty/Staff Adviser ____________________________________________

Telephone _________________________

Email _______________________________
Maharishi University of Management
Funds Request Form (For fund raising events Only)

Purpose of Activity:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Budget Breakdown:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Benefits to student:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Funds Received to date:

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Total:_________
I acknowledge that I will follow all guidelines for
Club Fund-raising Request Form

Acknowledgment

We the undersigned certify that the information cited above is accurate to the best of our
knowledge. We have read and agree to the Guidelines and Procedures for Establishing a Club,
and acknowledge that they may be changed at any time by the student government.

___________________________     _____________________________     ____________
Student Contact Signature       Print Name                      Date

The faculty/staff advisor is equally responsible as club members when it comes to a club honoring
University values, funds being spent and use of University facilities for club use.

___________________________     _____________________________     ____________
Faculty/Staff Advisor Signature  Print Name                      Date

TO BE COMPLETED BY STUDENT GOVERNMENT ONLY

___________________________     _____________________________
Student Government Signature    Print Name

___________________________     _____________________________
Student Life Signature          Print Name