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 admission to seminars or equipment and supplies. Clubs are expected to attempt to raise some of their money by other means, but if you need help- student government can assist you in your endeavors.

Only recognized Student Clubs are permitted to apply for funding. Projects and use of funds are expected to be consistent with the club's objectives.

Completed forms should be returned to Student Government at least one week prior to the event, preferably two weeks. Student Government needs time to review fund request.

Applications must be fully complete and must be written legibly or typewritten. Please include supplementary material if applicable.

Requests must include documentation verifying any speaker fees, 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. Please provide comparison rates if applicable.

The Student Government will not fund incomplete applications.

Reimbursement for any expense should not be assumed. Each case will be considered on an individual bases.

Any items bought with student government funds must remain with club sponsor or student government for the next year. These items are the club's property. An inventory of all club property must be given to student government at the beginning and end of each school year.

The criteria used in evaluating proposals include, but are not limited to:

- Completion of all requirements for student clubs
- Whether the club responds to requests for information in a timely manner
- Importance of the activity to the campus or club's objectives
- 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. Including receipts and monies given by student government. 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

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

Purpose of Activity:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Budget Breakdown:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Benefits to student:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Funds Received to date:

Source:                                            Amount:
I acknowledge that I will follow all guidelines for this clubs Fund Request

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 Maintaining 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