

# FINANCE COMMITTEE REQUEST FORM

\_\_\_\_\_ requests that \$ \_\_\_\_\_  
(name of Organization/Student)

be granted for \_\_\_\_\_  
(event or other purpose of request)

from the following account (check one and fill out necessary information):

**Organizational Grant**

Org. Name: \_\_\_\_\_ President Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

Advisor Email: \_\_\_\_\_ Treasurer Name: \_\_\_\_\_

Advisor Phone: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

Date/Time/Location of Event (if applies): \_\_\_\_\_

Signature of Commons or Rec. Director: \_\_\_\_\_

**Academic Travel Grant**

Student Name: \_\_\_\_\_ Email and Phone: \_\_\_\_\_

Dates and Location of Travel: \_\_\_\_\_

List all other students travelling  
(attach list if necessary): \_\_\_\_\_

**Tournament Travel Grant**

Student Name: \_\_\_\_\_ Student Email: \_\_\_\_\_

Org. Name: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Dates and Location of Travel: \_\_\_\_\_

List all other students travelling  
(attach list if necessary): \_\_\_\_\_

I acknowledge that it is my responsibility to understand the requirements of my request and to ensure that they are met.

\_\_\_\_\_  
Signature Date

# FINANCE COMMITTEE REQUEST GUIDELINES

*All requests must be turned in at least three Fridays before the planned activity. Receiving funds after such time is significantly more difficult.*

## **Organizational Grant**

- Three grants per semester
- Maximum 3,000 per fiscal year
- Only for one time events that promote the mission of the organization
- Request packets must have the following:
  - Request form (acts as cover sheet)
  - Explanation and purpose of activity (how it will benefit UWF students)
  - Complete itemized budget
  - Proof of proposed expenses
  - Signature of either the Commons or Recreation director
  - 10 stapled copies of all documents except during summer (Terms C&S) two physical copies and an electronic copy to [Financechair@uwf.edu](mailto:Financechair@uwf.edu).

## **Academic Travel**

- Maximum of \$500 per semester; maximum \$1,500 per group (3+ students)
- Proof/ Statement showing matching funds for Academic Travel (by any source outside the A&S Fee – e.g. most departments, student's own money, etc.)
- Request packets must have the following:
  - Request form (acts as cover sheet)
  - Explanation and purpose of travel (how it will benefit UWF students)
  - Complete itemized budget
  - Proof of proposed expenses (flight, hotel, etc.)
  - Letter of approval from Department Chair
  - 10 stapled copies of all documents except during summer (Terms C&S) two physical copies and an electronic copy to [Financechair@uwf.edu](mailto:Financechair@uwf.edu).
  - Only request money during the same fiscal year.

## **Tournament Travel**

- Open to both funded and non-funded organizations, as well as individuals
- Must have participated in regional tournament and qualified for national (If applicable)
- Two requests per semester
- Maximum of \$2,000 per semester
- Request packets must have the following:
  - Request form (acts as cover sheet)
  - Explanation and purpose of travel (how it will benefit UWF students)
  - Complete itemized budget
  - Proof of proposed expenses (car, hotel, etc.)
  - Proof of national tournament qualifications
  - 10 stapled copies of all documents except during summer (Terms C&S) two physical copies and an electronic copy to [Financechair@uwf.edu](mailto:Financechair@uwf.edu).