Funding Request Form
for AUB Student Organizations

To: University Student Faculty Committee
From: (name of organization) ______________________________________________
AUB account number: ______________________________________________
Subject: _______________________________________________________________

About the Organization
Brief description: _________________________________________________________
________________________________________________________________________
________________________________________________________________________
Semester budget: __________________________________________________________
________________________________________________________________________
________________________________________________________________________
Account status: ___________________________________________________________

About the activity
Name: _________________________________________________________________
Place and Date: __________________________________________________________
Detailed description: (include purpose, targeted audience and estimated size of public)
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Proposed budget
Revenues and expenses by type (include different solicited price quotes):
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Fundraising solicited from other sources whether accorded, pending or denied:
________________________________________________________________________
________________________________________________________________________

Contact person
Name: ______________________________
Position in organization: ______________________________
Email: ______________________________
Phone: ______________________________
Date: ________________
Signature: ________________

USFC PROCEDURES FOR FUNDING REQUESTS

I. Eligibility
Active AUB student organizations are eligible to request funding from the USFC. In no instance can individuals or other groups apply for such funding.

II. Process
1. Application
An organization requesting funding from the USFC must submit to the USFC Finance Committee a formal application, which shall include the following information:
   a) The organization’s
      - Name and AUB account number
      - Contact person (including name, position in organization, email, phone)
      - Brief description
      - Semester budget
      - Account status
   b) The activity’s
      - Name, date and place
      - Detailed description (including purpose, targeted audience and estimated size of public)
      - Proposed budget (including fundraising solicited from other sources whether accorded, pending or denied, revenues and expenses by type, as well as different solicited price quotes)

The USFC Finance Committee shall review the initial application and coordinate with the organization’s contact person to ensure its completeness. Once an application is complete, the item of the funding request can be added to the agenda of a regular USFC meeting.

2. Presentation
The organization shall send a representative to briefly present the funding request proposal to the USFC in its regular meeting, and provide any clarifications as needed.

3. Deliberation
After the presentation is over and the meeting is back to a closed session, the USFC shall deliberate on the proposal.

4. Acknowledgement
Organizations that have received funding from the USFC shall make this fact explicit in all advertising/publicity related to the funded activity.

5. Accountability
After completion of the activity, funded organizations shall submit to the USFC a summary report of the activity, which includes contents comparable to that of section I.1.b) above. Failure to do so denies the organization the right to request further funding from the USFC.

III. Limitations
The USFC shall not fund retroactively. In addition, it shall not fund:
   - Capital expenditures; the USFC may look into requests for capital expenditure; however purchased capital shall remain the sole property of the USFC. The Committee may upon request grant student organizations privileges to use its purchased capital.
   - Prizes, gifts or fundraisers for outside organizations

The USFC may contribute to the payment of travel fees when the travel is essential for the purpose of the organization or for its preservation of membership in a larger organization. In that case, the USFC may contribute no more than half of the travel and lodging expenses for the minimum number of persons required to travel.

IV. Unused Funds
Any unused funds allocated by the USFC shall return to the USFC account.