



Extraordinary Funding Request

When requesting additional funding, the club should create a written proposal to submit to the Club Council. If time allows, the team will also meet with the Club Council to discuss their proposal. If the time frame is too short to allow for a meeting, the written proposal will be used to determine the amount of additional funding received by the specified club.

Proposal Outline

- General Information
 - Date of Request
 - Club Sport
 - Name of Point of Contact
 - Position within Club
 - Email Address
 - Phone Number
 - Amount being Requested
 - When funding is needed by
- Reason for Request
 - Provide a detailed description of why you are seeking funds outside your appointed allocation and individual club revenue.
 - What is the money to be used for and why is it significant to your club?
 - Why was this item not projected in your club's budget for the year?
 - This section needs to provide sufficient detail, as it will serve as the only source of information if the Club Council cannot meet before funds are granted.
- Current Financial Standing
 - Where does your budget stand current day?
 - How fiscally responsible has your club been throughout this academic year?
 - What dues were charged for members of the club?
- Plan of Attack
 - This section should outline what actions are and/or will your club take to help fund this request.
- Final Plea
 - This will serve as a conclusion to your request.
 - Feel free to provide any other information you see fit.