

Student Club Fee Allocation Distribution Process

Phase I (Starting Fall 2007)

Required Deadline Dates	Advisor action	Result
October 1	Club report that includes planned activities for upcoming year, membership, officers submitted to Campus Dean and Student Senate	<ul style="list-style-type: none"> • 30% of Student Activity Fee Funds will be divided between all clubs.
April 30	Annual Club Report includes goals and activities accomplished for the year is submitted to the Campus Dean and Student Senate	<ul style="list-style-type: none"> • Active Club status confirmed.

Phase II – Clubs may submit a proposal for the additional 70% remaining in the club allocation fund at your respective campus

Optional Deadline Dates	Advisor/Club action	Result
October 1 and/or February 1	<p>Submit a proposal to the review committee that includes a narrative, budget/ resources needed, current club fund balance, fundraising plan/goals, list of club members timeline. The proposal must be submitted to the respective campus student senate by the established deadlines.</p> <p>Note: The review committee consists of: three senators, Bill, Brian, Darin, Julie and Denise.</p>	<ul style="list-style-type: none"> • Maximum amount of \$1000 per year per club could be awarded to your club within two weeks of the presentation

Note: This process will be reviewed annually and adjustments made as needed.

6/6/2007