

UFVSUS Funding Requirements

- Students must be aware that funding will be provided in a *50/50 system*, 50% up front and 50% reimbursement after the event receipts are provided. *Please note* – all receipts must be submitted within 14 days of the event for reimbursement approval.
- Each club and association is allowed to apply for up to \$1000 per year with a maximum of \$500 per event.
- All club and association events *must* build community on campus.

Step 1: Organizer Information

Name of Club or Association	
President's Name	President's Signature
President's E-Mail	
Treasurer's Name	Treasurer's Signature
Treasurer's E-Mail	

Step 2: Payment Information

Amount Requested
Payment Options / Banking Information (please pick one)
<ul style="list-style-type: none"> ○ Cheque <ul style="list-style-type: none"> • Please provide a name for a physical cheque option. ○ E-Transfer <ul style="list-style-type: none"> • Please provide an e-mail address for this option.
Recipient Name (club name, association name, or treasurer's name)
Recipient E-Mail

Step 3: Event Description

Name of Event	
Date & Time	Location (<i>campus, building, & room number</i>)
Expected Participants (<i>amount</i>)	
Description of Event (<i>timeline, schedule, & any extra information such as guest speakers</i>)	
Marketing for Event (<i>how are you going to promote your event – provide social media accounts</i>)	
Outlook for Event (<i>what does a successful event look like to you?</i>)	
Purpose of Event (<i>how will it build community on campus?</i>)	

Step 4: Cost Breakdown

Item or Service Rendered	Quantity	Supplier	Cost
		TOTAL	

Step 5: Terms and Conditions

Release of Liability

The funding applicants agree and accept that UFV SUS is providing funding only and is not involved in the event in any capacity whatsoever. In consideration of the funding, the funding applicants acknowledge, accept, and agree to stay harmless and keep indemnified the SUS and its respective agents, officials, servants, employees, members, officers, directors, and representatives from and against all claims, actions, costs, expenses, and demands in respect to death, injury, loss or damage to any person, or property of any person caused in relation to the event being funded, notwithstanding that same may have been contributed to or occasioned by the negligence of SUS and its respective agents, officials, servants, employees, members, officers, directors, and representatives.

President's Name	President's Signature
Date mm/dd/yyyy	
Treasurer's Name	Treasurer's Signature
Date mm/dd/yyyy	