



## University of Mount Union Student Senate Appropriations Request Form

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To allow the Budget & Appropriations Committee to make an informed decision on whether or not to grant the organization/group the amount requested, the committee asks that you prepare a presentation that provides an overview of the purpose of for the request. Please keep your presentation at a max of 10 minutes, including a small amount of time for questions.

**Things to include in the presentation (and the written request, below):**

- Name & brief description of your organization
- Total amount requested
- What your requested amount would be used for
- The importance of the event
- How it would benefit Mount Union as a whole
- Rough budget breakdown to justify/clarify the requested amount
- Any other relevant informational aspects of the event

Please provide a handout of your presentation, including a copy of the budget for the funding, to this meeting.

The Appropriations Committee meets the each Tuesday (as necessary) the Student Senate meeting, at 5:45 pm in TH 101. Please arrive and be prepared 10 minutes early in the event of multiple presentations. We will reach out to your contact to set up the time and date.

The Budget & Appropriations Committee will hear your request and then deliberate on the amount we would like to appropriate.

We reserve the right to grant you less than, equal to, or more than the amount you have requested.

Once the Appropriations Committee has deliberated, we will deliver our suggestions/thoughts to the Student Senate general body where it will be put to a vote. Presenters (however many you wish) are invited and encouraged to attend the Student Senate meeting to hear the decision.

The general body may request discussion on the topic and reserves the right to alter the recommendation of the Appropriations Committee.

After the general body reaches a decision for the amount to be granted, the Appropriations Chair will alert the Student Senate Treasurer and the requested amount will be distributed as soon as is convenient for the Treasurer.

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Please **email** the following information to Kyle Shepard, Appropriations Chair, at [sheparkr@mountunion.edu](mailto:sheparkr@mountunion.edu):

DISCLAIMER: if reason for request is travel related, please fill out the [student travel budget request form](#) *in addition to this request*. If form is not completed, your request is not considered for travel.

Name of Group/Organization Requesting Appropriation

Contact Person

Telephone

Email Address

Amount Requested

Date(s) when appropriation is to be used

Reason for Request / Description of Event or Activity (see above list for what to include)