



CLASS COUNCIL DRAWING FUND REQUEST FORM

Contact person for event: _____

Phone: _____ Email: _____

Class sponsoring event (year): _____

Name of event: _____

Location of event: _____

Date of event: _____

Expected attendance: _____

Total cost of event: _____

Amount requested: _____

Will you be conducting fundraising to help cover the cost of this event or an admission charge? If so, please describe:

Signature of Class President: _____ Date: _____

Signature of Class Treasurer: _____ Date: _____

Signature of Class Advisor: _____ Date: _____

Please attach a typed rationale to this form. This should include a brief description of the event, how this event will serve your class as a whole, and a breakdown of costs for the event.

This request form *must* be turned in to the SA Office (CU 316) at least two weeks prior to the event. If there is a contract involved (e.g., band or DJ), then the form *must* be turned in at least four weeks prior to the event.

The SA logo should appear in all advertisement(s) for event. Email advertisements should include the statement "Funded by Mandatory Student Activity Fees."

For Office Use Only:

Date Submitted: _____ Approved / Denied Date: _____

Amount Allocated: _____ Total Amount Allocated to Class this year: _____

Director of SA Programs, Personnel and Finances _____

Director of Student Programming _____



Guidelines for Use of Class Council Drawing Fund



Purpose: The Class Council Drawing fund was established by the Student Association Executive Committee to provide funding to the individual Class Councils through mandatory student activity fees. The Director of SA Programs, Personnel & Finance and SA President are charged with administering the fund and authorizing expenditures for class events.

1. Form- All requests for allocations must be made using the Drawing Fund Request Form available in the SA Office (CU 316). No requests submitted in any other fashion will be accepted.
2. Rationale- A request form must be accompanied by a typed rationale indicating a precise account of all purchases to be made using the drawing fund. If items are to be purchased from a retail store, the item, quantity, unit cost and total cost per item must be listed. The rationale must also clearly explain how the event will serve the individual class and student body as well as a detailed description of the event.
3. Restrictions- Use of mandatory student activity fees is subject to rules and regulations contained in Student Association Financial Policy. This includes but is not limited to the following:
 - a. Student activity fees cannot be used to purchase alcohol, tobacco or over-the-counter medications. Furthermore, student activity fees cannot be used in support of events where alcohol will be available or consumed.
 - b. Events using student activity fees must be open to all full/part time Geneseo students who have paid the mandatory student activity fee. Class Councils cannot limit participation in events supported by the drawing fund to members of an individual class.
 - c. If the drawing fund is utilized for an event, physical advertisements for the event must carry the SA logo or for electronic publicity, bear the phrase "Supported by Mandatory Student Activity Fees." Logos are available on the SA website or in the SA Office.
 - d. Funding is provided through reimbursement by check. No cash advances are allowed.
 - e. The Director of SA Programs, Personnel & Finance or SA President may meet with the class officers and/or advisor to review any requests made.
4. Fundraising- If fundraising is to be done in connection with a drawing fund supported event, a completed College Union & Activities Fundraising Approval Form must be attached to the Drawing Fund Request form. The fundraising form must be signed by the Director of College Union and Activities. If the Drawing Fund is used in conjunction with a fundraising event, the funds MUST go to a charitable organization and cannot be used to benefit the Class Council itself.
5. Accounts- Class Councils are strongly encouraged to open an SA Non-Funded Club account with the SA Administrative Assistant. Fundraising deposits will only be made to non-funded accounts and fundraising to non-SA accounts is not acceptable.
6. Receipts- Funding is approved up to the amount stated on the form. A purchase order will be issued prior to any purchases being made. The class or class officer will be reimbursed from the Drawing Fund upon the submission of receipts of purchases. Once the receipts are accounted for, a check request will be completed. Receipts MUST be turned in no later than 2 WEEKS after the event. Receipts turned in after that point will not be accepted and reimbursement will not be issued. Costs will then become the responsibility of the purchaser or class.
7. Purchases- Class Councils utilizing the Drawing Fund have the privilege of using SA's Wegman's and Wal-Mart credit cards and tax-exempt status. After a purchase order is approved for the expenditure, the SA Administrative Assistant will sign out these cards to class officers. These cards may only be used to purchase items listed as part of the event in the event rationale.