



CLUB FUNDING GUIDELINES & REQUIREMENTS

**Please complete the following information and attach a letter of intent.

1. **LETTER OF INTENT:** Include a letter of intent to explain the following:
 - a. Explain the amount requested and how the club will use the additional funding.
 - b. Describe your fund raising event(s).
 - c. Describe the service project(s) your club has participated in this semester.
 - d. If your club received money from previous years funding, explain what it was used for.
2. **AMOUNT REQUESTED:** _____
3. **MEETING ATTENDANCE:**
 - a. Has your club attended 75% of Club Rep Meetings: YES/NO
4. **FUND-RAISING**
 - a. Amount of expense incurred from fundraiser: _____
 - b. Amount of revenue deposited in your club account: _____
 - c. How much did you receive from campus departments: _____
 - d. Individual contributions: _____
 - e. Does the money in your account have a positive balance: YES/NO
 - f. Do you owe anyone money: YES/NO
5. **CLUB FUNDS**
 - a. How much has your club received this semester from "Club Funds," including charter funds and participation funds: _____
6. **MEMBERS**
 - a. How many PAID club members does your club serve: _____
7. **CLUB DUES**
 - a. Amount received and deposited from your club's dues: _____
 - b. Does your club pay state or national dues: YES/NO
 - i. If so, how much per member: _____
 - ii. Does your club account pay these dues or do the individual club members pay them: CLUB/INDIVIDUAL
8. **OrgSync**
 - a. We are asking that all Clubs start using the advantages offered through OrgSync. If you need help with this, please let us know.

If you have any questions please contact
your UVU Club Ambassador (863-8618) or the Clubs Office (863-8820)

****NO PACKETS WILL BE ACCEPTED AFTER 12:00 P.M. NOON!!!**
Drop your packets off to the UVU Clubs Office (LC 101a). 863-8820