

Student Group Funding Request Guidelines

A Student Activity Fee is collected from all students enrolled in the Public Health and Professional Degree (PHPD) Programs. These funds are in part applied toward funding PHPD Student Groups. Funding requests can be made via this application to the Student Activity Fee Committee which includes the Associate Dean of PHPD Programs, 2 Public Health Student Senate Members, and a Faculty Member. Approval of funding requests will be based on the merit of a group's application and the availability of funds. Funds cannot be used to support academic or departmental related projects. All groups who receive funds will be expected to provide a spending summary for funds received to the Associate Dean of PHPD. This report must come from a group-designated individual who will act as Treasurer for the group.

Funding Policy

- Maximum funding of \$500 per year, capped at \$250 per semester for the fall and spring. Student groups will not necessarily always be awarded the maximum.
- For start-up costs, new groups may request up to \$350 for the fall semester for maximum total of \$600 for the academic year.
- Office supplies and document copies may be obtained in-kind through the Office of PHPD Programs.
- Honorarium funding is \$100 per speaker for a maximum of two speakers per year.

Application Process

- If applying for full semester/year of funding: write a detailed budget for that semester or year. Take into account planned events, speakers, meetings with food, etc. and follow the guidelines detailed in the general student group budget request section on this application.
 - Include a statement indicating any fundraising your group will be doing in support of group operations, including estimated revenue from those efforts.
 - Include how each budgeted activity is in line with group's overall mission.
- If not applying for full semester/year of funding (e.g. requesting funds for a specific event): include a budget for that event/activity for which you are seeking funding. Follow the guidelines under Event and Speaker request field on below application.
- Signature of advisor required

Deadline

- The Committee reviews completed applications twice a year. Application deadlines are: September 15th and January 15th. *Late submissions will not be accepted.*

Notice of Decision

- Award/decline notices will be sent via email 2 – 3 days after the Committee meets
- If the application is declined, a group may apply again by re-submitting it with revisions for review by the Committee at their next meeting

Student Group Funding Request Application

Group Information

Group Name: _____
President: _____
Treasurer: _____
Treasurer Telephone #: _____
Treasurer Email: _____

Type of Funding Request

I am requesting funding for (Check one)

- Event/Speaker
 General Student Group Budget: *Fall Semester* *Spring Semester*

Has the group received event/group related funds previously during this academic year (regardless of source)?

- Yes* *No*

If yes, date received: _____ Amount Received: _____

Event and Speaker Related Request

Date of Event: _____

Event Title: _____

Please attach the following:

1) A letter describing the event that should include the following:

- Purpose of the event
- Relevance to your group's stated mission
- Advertising/Outreach Plan
- Anticipated Attendance (size/composition)
- Speaker(s) name, affiliation and brief bio
- Group member(s) planning event

2) Proposed budget for the Event, including:

- Itemized costs and revenues
- Amount request and list of potential donations

General Student Group Budget Request

Please attach the following:

1. A detailed operating budget, including a list of proposed events for the semester/year.
 - Include all information required for events as detailed in above EVENT AND SPEAKER RELATED REQUEST guidelines
2. Statement of fundraising efforts to be pursued by group to fund activities/operations
 - Fundraising plan – include type of fundraising, planned marketing/advertising
 - Anticipated revenue from effort

Student Group Advisor Approval

Student Group Advisor Name: _____

Student Group Advisor Signature: _____

Student Activity Fund Committee (SAFC) Decision

- Approved by SAFC Declined by SAFC

Assistant Dean for PHPD Programs: _____

Submit Application To:
 Student Activity Fund Committee
 Attention: PHPD Student Services Coordinator
 136 Harrison Avenue, M&V 142 Suite
 Boston, MA 02110
 Fax: (617) 636 – 0406
 maria.spencer@tufts.edu

Date Application Received: _____ Initial: _____

April 14