



# APPROPRIATION APPLICATION PACKET

Grand Canyon University  
Office of Student Engagement  
[Clubs@gcu.edu](mailto:Clubs@gcu.edu)  
602.639.6950

## Welcome Letter

Welcome from the Office of Student Engagement!

Thank you so much for your interest in applying for appropriations to better enrich the community here at Grand Canyon University. Appropriations exist so that the Clubs Department can provide funds to different on-campus clubs and organizations throughout GCU. One of the best parts about GCU is the ability students have to take a direct role in student life and create new ways to improve the culture on campus.

If there is a club or organization that would like to apply, we encourage you to do so! This packet is designed to be a resource guide to students interested in applying for appropriations. It includes everything that you will need to know in order to begin and submit a successful application, in addition to:

- Fall 2020 Appropriation Process Timeline
- Qualification for Expenses
- Appropriation Application Packet

It is our desire, in the Office of Student Engagement, to support you and your club or organization in any way that we can because we believe that you have the opportunity to gather like-minded students, and to make a profound impact in their lives and in the GCU community. The Office of Student Engagement will be your primary liaison in matters ranging from appropriations and fundraising. If you have any questions or need assistance, please feel free to contact your club advocate, stop by our office located on the first floor of Student Life (Building 26, Room 106) or call us at (602)639-7250.

Thank you,

The Office of Student Engagement

## FALL 2020 APPROPRIATION PROCESS TIMELINE

- Wednesday, October 9th – Application Email Goes Out
- Wednesday, October 14th – Application Closes at 5PM
- Monday, October 19th – Clubs Board Decisions Made – Email Sent Out
- Tuesday, October 20th- Appropriation Funds Become Available
- Friday, December 4th– Deadline to use funds for Fall Semester

### IMPORTANT

#### DEADLINE

Appropriation Applications are due by 5pm on October 14th. Forms must be sent to your Club Advocate's email.

Late submissions **WILL NOT** be considered for funding.

#### FUNDRAISING REQUIREMENT

In order to receive Appropriations, Clubs and Organizations should have previously conducted or plan to conduct some form of fundraising to contribute to what the appropriated funds are intended for. Please note, donations may be considered a form of fundraising. Note: Clubs that were approved shortly before the shutdown in March and were unable to fundraise will still be considered.

Applications without a fundraising portion **WILL NOT** be considered for funding.

#### APPROPRIATION BRACKETS

Clubs and Organizations may request to receive funds for the following specified amounts. This includes the request of: a \$100, \$250, or \$500 amount. Be advised, a club may only select one appropriation bracket for their application and the highest amount that can be requested is \$500.

Please note, if your club does not receive the amount requested (i.e. the \$500 Bracket), it will still be reviewed for one of the lower brackets (i.e. the \$250 Bracket).

## **QUALIFICATIONS FOR EXPENSES**

### **What Types of Expenses Can Clubs Ask for?**

- Non-University Sponsored events ONLY
  - Ex. GCU Smash Bros Club Super Smash Extravaganza
  - Ex. GCU Painting Club Art Show
  - Ex. Funds **cannot** be used for - Fall Festival, Health Science Nursing Day, Forensic Science Day, Etc.
- Events that are PENDING or APPROVED at the time of proposal.
  - Your club must have already completed and turned in a space request for their event before turning in their appropriation application
- Future expenditures...
  - Ex. Kickboxing Club helmets
  - Ex. Anatomy Club skeleton model
  - Funds **cannot** be used for reimbursement
- Operational Expenditures
  - Day to day/ meeting to meeting functions of your club (i.e. flyers, food & beverage, reoccurring meeting needs)
  - Note there will be a per-club limit to operational expenses (\$150/semester)

### **What Types of Expenses Do Not Qualify for Funding?**

- Fundraisers that include elements of sweepstakes, gambling, or games of chance
- Alcohol, drugs, or paraphernalia of said items
- Gifts for club members
- Donations to philanthropic organizations,
- Gift cards, gum, flowers, energy drinks, Keurig cups, candles
- Monetary gifts
- Prizes exceeding \$25
- Reimbursements
- Off-Campus events (excluding certain travel opportunities)
- Gas & Taxi/ride service
- Guest Speaker Honorarium



# APPROPRIATION APPLICATION PACKET

**PLEASE COMPLETE AND SUBMIT THE FOLLOWING SECTION TO YOUR CLUB  
ADVOCATE IN THE OFFICE OF STUDENT ENGAGEMENT.**

Grand Canyon University  
Office of Student Engagement  
[Clubs@gcu.edu](mailto:Clubs@gcu.edu)  
602.639.725

# Appropriation Request Form

**School Year:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_

**PRESIDENT (required)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**VICE-PRESIDENT (required)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**TREASURER (If Applicable)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SECRETARY (If Applicable)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SIGNATURE**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Vice-President: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**AMOUNT REQUESTING:**

**Select by circling/highlighting one the following options below:**

<b>\$100</b>	<b>\$250</b>	<b>\$500</b>
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\*Please keep in mind tax/shipping in your selected bracket.

**Your Application MUST Include the Following Items to Be Considered For Funding:**

- ❖ A Cover Page with The Following Information (REQUIRED):
  - Club Mission Statement
  - Vision & Goals of Event/Competition/Fundraiser/Items Appropriation Funding Will Be Used For
- ❖ A Page with Detailed Description of Event/Competition/Fundraiser (REQUIRED)
- ❖ A Section Detailing the Total Itemized Budget (REQUIRED)
- ❖ List of Funding from Other Sources and/or Previous Fundraising (REQUIRED)

# APPROPRIATIONS REQUEST FORM

## MISSION STATEMENT

Place your club's Mission statement here.

## CLUB VISION & GOALS

Place the vision and goals for the events, competition, or fundraiser items your club is requesting here.

**DETAILED DESCRIPTION OF EVENT/COMPETITION/FUNDRAISER**

Place a detail description of the events, competition, or fundraiser envisioned for your club here.



### TOTAL ITEMIZED BUDGET

ITEM <small>(i.e. Blue pens)</small>	DESCRIPTION/PROPOSED COMPANY <small>( i.e. Writing utensils/ Office Depot <a href="https://www.officedepot.com/pens">https://www.officedepot.com/pens</a>)</small>	QUANTITY <small>(i.e. 25)</small>	JUSTIFICATION <small>(How will this equipment be utilized in the project/event)</small>	TOTAL PRICE <small>(Include tax &amp; shipping)</small>
				<b>GRAND TOTAL: \$</b>

**LIST OF FUNDING FROM OTHER SOURCES AND/OR PREVIOUS FUNDRAISING**

List of funding from other sources, such as donations or previous fundraising if applicable. Your club may also include future fundraising proposals here.

<b>FUNDRAISER/DONATION</b> Please select one  <i>(i.e. Fundraiser)</i>	<b>COMPANY/ORGANIZATION</b> If applicable  <i>(i.e. Krispy Kreme Donuts)</i>	<b>DATE(S) OF OCCURANCE</b> Month/Year  <i>(i.e. October/2016)</i>	<b>BRIEF DESCRIPTION OF FUNDRAISER</b>  <i>(i.e. Club purchased 25 boxes of Krispy Kreme donuts. Funds were used to buy club supplies.)</i>