

Guide for Requesting Funds

Your organization should adhere to the Student Finance Board Constitution and Funding Guidelines as the primary source of information regarding funding eligibility. This guide serves as a supplement to these sources, and adhering to it does not guarantee the event will be fully funded (*Section 1.6*). If you are unsure of how to answer any of the following questions, please contact your liaison as soon as possible.

You should be able to answer “Yes” to the following questions

1. Did your organization meet with their liaison before submitting the request? *Section 1.4*
 Yes No
2. Is the event open to all undergraduate TCNJ students? *Section 1.6*
 Yes No
3. Are quotes provided for all items costing more than \$100? *Section 2.4.b.i*
 Yes No
4. Do food costs exceeding \$250 include at least 2 quotes from 2 different vendors? *Section 4.7*
 Yes No
5. Are your food and refreshment requests critical to the mission of your event? *Section 4.7*
 Yes No
6. Are you requesting funds at least 14 days before the date of the event? *Section 2*
 Yes No

You should be able to answer “No” to the following questions

1. Did your organization advertise before receiving funding for the event? *Section 1.6*
 Yes No
2. Did your organization sign a contract before being approved for funding? *Section 3.7*
 Yes No
3. Is the main purpose of the event recruitment for your organization? *Section 5*
 Yes No
4. Does the event promote donations to a charity or directly promote or solicit donations to charity organizations? *Section 4.2*
 Yes No
5. Does your event include any items listed in Section 5 of the SFB funding guidelines? *See Attached*
 Yes No
6. **For bus trips only:** Are you requesting funding for anything other than the cost of the bus? If yes, please refer to Section 4.1.
 Yes No

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