

Medical Student Council Meeting Thursday, MAY 10 2018 6:00 PM Student Center Main Lounge ***Minutes***

Attendance: Name (proxy for name)



Jonas Kwok, Ashraf Hussain, Bhanu Seth, Elizabeth Moccia, Jordana Meisel (Sarah Galler) Boey Li, Jonathan Leong (Pratik Chandra), Rabani Bharara (David Choueka) Adriana Kavoussi (Solomon Geizhals), Sejal Shah (Krystal Ealy), Marine Coste (Antonios Dimopoulos)

Minutes recorded by Adriana Kavoussi

Elizabeth presiding over meeting. Adriana is scribing the minutes.

- 1.) Approval of April Minutes
 - a. Motion to approve April minutes made by Sejal Shah
 - b. Seconded by Jordana Meisel
 - i. Vote:
 - 1. For 19
 - 2. Against 0
 - 3. Abstain 0

Motion passes to approve April minutes

New Business

- 1.) Budget Requests
 - a. Urology Club Match Panel-Samuel Gold
 - i. Event
 - ii. Requesting \$119
 - b. Downstate Students for Choice- Max Mecklenburg
 - i. Multiple Events
 - 1. Event \$45
 - a. Abortion History movie screening
 - 2. Event \$225
 - a. Iud insertion workshops
 - 3. Event \$150
 - a. No Scalpel Vasectomy Workshop

ii. Requesting \$ 420

- c. Justina Ray
 - Conference- Travel to the American College of Physicians 2018 Research Symposium, Medical Student Poster Presentation and Competition. Competed won a competition in November- Most of trip was funded, but travel cost money.
 - 1. New Orleans
 - 2. Presenting
 - ii. Total \$ 580.58
- d. Maimonides Society- Jackie Benayoun
 - i. Pizza for Chai time
 - ii. Total \$250 for Pizza
- e. Student Note taking Service Presentation
- i. Brought up survey that was given to to first years and think it would be a loss to get rid of it. Survey was extremely biased- frowny faces next to vote to defund it.
- ii. Medical council discussing defunding for new first years, continuing for second years and then ending the program.
 - iii. Budget for First year total: \$22,441
 - iv. Budget for Second year: \$16,588

Old Business

- 1.) Class Updates
 - A.) 2018
 - Senior week, going to 6 flags, have a banquet (monday for Ramadan), Picnic, Wine tour, bowling.
 - B.) 2019
 - Picked schedules for next year Life is SO good. Jonas has a shelf next friday. Gets to do his pediatric rotation,
 - C.) 2020
 - Half are happy half are sad. Medicine hours are not great. Transition to clerkship not helpful. Support with patient's passing away.
 - D.) 2021
 - a. Endocrine unit, Donor memorial went well

Trending Topics

- 1.) Topic
 - a. SNS Budget
 - b. Yearbook
 - c. Annual Budget Approval
 - d. Multiple Myeloma Letter

Closed Meeting:

- i. Motioned by Jonathan Leong
- ii. Seconded by Marine Coste
- iii. Meeting is now closed.

New Business

- 1) Budget presented and discussed by Medical Council during Spring 2018 Budget Meeting.
 - b. Purpose of Vote- approving next year's budget
 - 1. Note: Conversation about clubs that have weekly meetings and how much they can spend
 - 2. Options: Fund in full or no funding
 - 3. Vote: Motion to approve budget made by Rabani Bharara, second by Sejal Shah
 - a. For: 19
 - b. Against: 0
 - c. Abstain: 0

Motion passes to approve MSC 2018/2019 budget as attached.

Attachment1/2

- 2) Approving MSC yearbook budget for next year.
 - c. Purpose of Vote
 - 1. Option to fund \$5000 for yearbook, no funding
 - 2. Vote: Motion to fund \$5000 made by Marine Coste, second by Ashraf Hussain
 - a. For: 18
 - b. Against: 1
 - c. Abstain: 0

Motion passes to fund the MSC-Yearbook 2018/2019 as attached

Attachment 3

- 3) Approving Student Note taking Service (SNS) budget
 - a. Options: to keep first year SNS, no funding
 - b. Motion to not fund by Jonas Kwok, seconded by Rabani Bharara
 - c. Vote:
 - d. For 19
 - e. Against 0
 - f. Abstain 0
- Motion passes to defund first year note taking service.

Attached 4

- v. SNS budget
 - a. Options: to fund 16,588 for second year SNS, no funding
 - b. Motion to fund by in full Jonas Kwok, seconded by Rabani Bharara
 - c. Vote:
 - g. For 14
 - h. Against 4
 - i. Abstain 1

Motion passes to fund 2nd Year Note taking as attached.

Attached 5

- 3) Budget Requests:
 - i. Urology Club Match Panel
 - 3. Options: Fund in full (\$119), no funding
 - 4. Motion to fund \$119 made by Marine Coste, second by Sejal Shah
 - 5. Vote:
 - a. For 18
 - b. Against 0
 - c. Abstain 1

Motion passes to transfer \$119 from Projects and Programs (40-70174-012-30001) to Urology Club (40-70274-012-30001) Attachment 6

- ii. Downstates student for choice
 - 6. Options: Fund in full (\$420), no funding
 - 7. Motion to \$420 made by Sejal Shah, second by Marine Coste
 - 8. Vote:
 - a. For 18
 - b. Against 1
 - c. Abstain 0

Motion passes to transfer \$420 from Projects and Programs (40-70174-012-30001) to Downstate Students for Choice (40-70268-012-30001)

Attachment 7

- iii. Justina Ray
 - a. Options: Fund in full (\$ 580.58), no funding
 - b. Motion to \$580.58 by Jonas Kwok, seconded by Rabani Bharara
 - c. Vote:
 - d. For 18
 - e. Against 1
 - f. Abstain 0

Motion passes to approve a reimbursement payment \$580.58 from Projects and Programs
(40-70174-012-30001) to Justina Ray for trip to the conference in New Orleans Attachment 8

- iv. Maimonides Society
 - 9. Options: Fund in full (\$250), no funding
 - 10. Motion to \$250 made by Sejal Shah, second by Marine Coste
 - 11. Vote:
 - a. For 18
 - b. Against 1
 - c. Abstain 0

Motion passes to transfer \$250 from Projects and Programs (40-70174-012-30001) to Maimonides Society (40-70255-012-30001) Attachment 9

- v. Fourth year gift
 - 12. Options: Fund in full (\$714), no funding
 - 13. Motion to \$714 made by Sejal Shah, second by Marine Coste
 - 14. Vote
 - a. For 18
 - b. Against 1
 - c. Abstain 0

Motion passes to transfer \$714 from Projects and Programs (40-70174-012-30001) to the Class of 2019 (40-72019-012-30001)

Motion to end meeting by Jonathan Leong

Seconded by Marine Coste

Meeting Closed at 7:26 pm

Minutes were scribed by Adriana Kavoussi

Approved by Adriana Kavoussi - Medical Council Secretary

Page 5 of 12

Faculty Student Association of DMC-Student Activity Fund									
	J OWNSTATE—				UNCIL (MSC)	040			
TY OF WEST	Medical Center		FY 2019 = June						
Council accou	unt, Column C = the Council's current Yr Certified Budget, Column D & G = Actual 9 month							1	
	any needed New Accounts (insert title, leave account # "TBD")			•					
		С	D	F	=(C + D + E) F	G	=(F - G) H		
		L C	Retained Prior	Fundrsng	Net Total	YTD Funds	п		
		Certified	Year End	Income as of	"Available to	Spent as of	YTD Available	Submitted	
ıt	Description (Account Title in alpha sequence)	Budget 2018	Rollover	02/28/18	Spend"	02/28/18	Balance	Budget 2019	Comments
	A OTH VITIES FEES IN SOME	0.705.00		600 400 00	A 00 100 00		0.0040000		
	ACTIVITIES FEES INCOME ROLLOVER BALANCE	\$ 86,735.00 55,939.29		\$89,100.00	\$ 89,100.00		\$ 89,100.00 55,939.29	_	
	ROLLOVER BALANCE - CERTAIN CLUBS	79,267.83			-		00,000.20		
come		\$ 221,942.12	\$ -	\$ 89,100.00	\$ 89,100.00	\$ -	\$ 145,039.29	\$ -	Formula cell (Don't change)
m Expenses	Note: If a Club/Org does its own fundraising, Be sure to mark Column K comment= "Retains Any Price"	y Voor Bollouer							
	ADMINISTRATION FEE	\$ 1,717.00	\$ -	\$ -	\$ 1,717.00	\$ -	\$ 1,717.00	\$ 1,758.00	Formula cell (Don't change)
	ADVOCATES FOR INTEGRATIVE MEDICINE (AIM)	739.00	-	,	739.00	-	739.00		
	AMERICAN MEDICAL ASSOCIATION - MEDICAL SOC NYS (AMA-MSSNY) AMERICAN MEDICAL WOMEN'S ASSOCIATIONA (AMWA)	750.00 375.00	-	55.00 650.00	805.00 1,025.00	706.00 1,025.00	99.00	1,725.00 750.00	
	ANESTHESIA SOCIETY	113.00	-	247.00	360.00	202.00	158.00	300.00	
61-012-30001	ASIAN PACIFIC AMERICAN ASSOCIATION (APAMSA)	1,198.00	1,525.00	-	2,723.00	479.00	2,244.00		Retains any prior year rollover
	BROOKLYN FREE CLINIC	2,310.00	50,896.00	65,448.00	118,654.00	39,213.00	79,441.00		Retains any prior year rollover
	CHINESE AMERICAN MEDICAL SOCIETY (CAMS) CLASS 2017	1,650.00	7,123.00 3,136.00	-	8,773.00 3,136.00	1,661.00 1,155.00	7,112.00 1,981.00	1,650.00	Retains any prior year rollover
	CLASS 2017 CLASS 2018	1,500.00	4,440.00	8,800.00	14,740.00	13.00	14,727.00		Any remaining bal to Class Reserve
9-012-30001	1CLASS 2019	1,500.00	2,802.00	-	4,302.00	-	4,302.00	1,500.00	Retains Rollover
	CLASS 2020	1,500.00	1,335.00	-	2,835.00	-	2,835.00		Retains Rollover
	CLASS 2021 CLASS RESERVE	1,500.00	3,547.00	-	1,500.00 3,547.00	-	1,500.00 3,547.00	1,500.00	Retains Rollover Retains Rollover
19-012-30001	DANIEL HALE WILLIAMS SOCIETY	1,125.00	387.00	3,920.00	5,432.00	500.00	4,932.00	1,500.00	TOTAL
	DOWNSTATE CHRISTIAN FELLOWSHIP (DCF)	2,689.00		344.00	3,033.00	1,925.00	1,108.00	3,300.00	
	DOWNSTATE DEVELOPMENTAL DISABILITIES DOWNSTATE DIALOGUES	2,258.00 244.00	2,031.00	-	4,289.00 244.00	1,692.00 59.00	2,597.00 185.00	2,325.00 1,125.00	
50-012-30001	DOWNSTATE DIALOGUES DOWNSTATE MEDICAL ENTREPRENEURSHIP CLUB (DMEC)	413.00	-	370.00	783.00	413.00	370.00	750.00	
	DOWNSTATE ORTHOPAEDICS CLUB	300.00	-	,	300.00	135.00	165.00	525.00	
2-012-30001	DOWNSTATE RADIOLOGY	188.00	-	470.00	658.00	605.00	53.00	375.00	
8-012-30001 3-012-30001	DOWNSTATE STUDENTS FOR CHOICE DOWNSTATE SURGERY SOCIETY	525.00	-	550.00	525.00 550.00	333.00 70.00	192.00 480.00	900.00 225.00	-
1-012-30001	EMERGENCY MEDICINE INTEREST GROUP (EMIG)	750.00	-	-	750.00	382.00	368.00	750.00	
	ENT/ OTOLARYNGOLOGY CLUB	458.00	-	,	458.00	269.00	189.00	600.00	
	FAMILY MEDICINE INTEREST GROUP (FMIG) FAMILY PRACTICE	600.00	-		600.00	374.00 13.00	226.00 (13.00)	244.50	
	IGLOBAL HEALTH	1,515.00	-	785.00	2,300.00	1,560.00	740.00	1,747.50	
0-012-30001	HUMANS OF DOWNSTATE	-	-	250.00	250.00	444.00	(194.00)		
	INTERNAL MEDICINE INTEREST INTERVENTIONAL RADIOLOGY INTEREST GROUP	360.00	644.00	200.00	844.00	443.00	401.00 177.00	270.75	
	LATINO MEDICAL STUDENT ASSOCIATION	360.00	-	450.00	360.00 450.00	183.00 235.00	215.00	378.75 225.00	
5-012-30001	MAIMONIDES SOCIETY	1,425.00	-	,	1,425.00	723.00	702.00	1,950.00	
	MEDICAL ARTISTS GUILD	1,556.00	-	1,250.00	2,806.00	-	2,806.00	1,875.00	
	MEETINGS (FOOD AND BEVERAGE) MUSLIM STUDENTS ASSOCIATION (MSA)	1,500.00 3,750.00	-	1,770.00	1,500.00 5,520.00	263.00 3,901.00	1,237.00 1,619.00	1,500.00 4,500.00	
	NATIONAL PERINATAL ASSOCIATION	-	-	250.00	250.00		250.00	187.50	
	ONCOLOGY CLUB	300.00	1,305.00	500.00	2,105.00	95.00	2,010.00	300.00	
59-012-30001 52-012-30001	OPTHALMOLOGY CLUB	555.00 1,050.00	-		555.00 1,050.00	176.00 627.00	379.00 423.00	615.00 1,087.50	
	PRIDE CLUB	773.00	-	-	773.00	- 027.00	773.00	1,312.50	
4-012-30001	PROGRAMS AND PROJECTS	128,877.12	(79,268.00)	-	49,609.12	10,209.00	39,400.12		
	PROJECT TEACH	370.00	-	-	370.00	192.00	178.00	487.50	
	PSYCHIATRY INTEREST GROUP SEX IN MEDICINE WEEK	150.00	-	3,176.00	150.00 3,176.00	125.00 2,870.00	25.00 306.00	150.00	
9-012-30001	STUDENT FOR SOCIAL RESPONSIBILITY (SSR)	2,700.00	-	-	2,700.00	2,200.00	500.00	2,700.00	
	STUDENT NOTETAKING SERVICE (SNS) 1st Yr	15,303.00	-		15,303.00	15,303.00	-	40.500	
	STUDENT NOTETAKING SERVICE (SNS) 2nd Yr STUDENT TRAUMA INTEREST GROUP	12,997.00 345.00	-	-	12,997.00 345.00	12,997.00 198.00	147.00	16,588.00 375.00	Retains Rollover; Needs separate complete bud
64-012-30001	STUDENTS FOR A NATIONAL HEALTH PROG (SNAHP)	225.00	-		225.00	272.00	(47.00)	450.00	
62-012-30001	STUDENTS PARTNERING & REACHING KIDS	-	-	250.00	250.00	151.00	99.00	300.00	
	SUNY DOWNSTATE DERMATOLOGY CLUB THE MEDICAL SPANISH INTEREST GROUP	188.00	96.00	250.00	284.00 250.00	186.00	284.00 64.00	337.50 562.50	
74-012-30001		188.00	-	230.00	188.00	308.00	(120.00)	225.00	
86-012-30001	WILDERNESS MEDICINE	413.00	-	-	413.00	60.00	353.00	225.00	
	WINTER BALL / SPRING FLING YEARBOOK IATROS SENIOR	8,000.00 5,000.00	-	-	8,000.00 5,000.00	8,000.00 5,000.00	-	8,000.00	needs separate complete budget
rogram Expe		\$ 211,942.12	\$ (1,00)	\$ 89,985 00		\$ 117,945.00			Formula cell (Don't change)
			. (50)	,,,,,,,,,,,,	,,020.72		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
e Before Res	serves	\$ 10,000.00						\$ (81,488.00)	Formula cell (Don't change)
es:	ADEOEDVE FUND	40							
18-012-30001 eserves	RESERVE FUND	10,000.00 \$ 10,000.00	e					10,000.00 \$ 10,000.00	Formula cell (Don't change)
xpenses + R	Reserves	221,942.12	(1.00)	89,985.00	301,926.12	117,945.00	183,981.12	91,488.00	Formula cell (Don't change)
et Income les	ess Expenses + Reserves	\$ -	\$ 1.00	\$ (885.00)	\$ (212,826.12)	\$ (117,945.00)	\$ (38,941.83)	\$ (91,488.00)	Formula cell (Don't change)
					/				· • • • • • • • • • • • • • • • • • • •
neserve Gul	idelines >5% and <100% of prior year actual expenses						+ +	+	1
	Downstate OBGYN Society							375.00	
	Hatian Creole Club							562.50	
	1CLASS 2022	1	1			l .	1 1	1	new class

Budget Request Form

Please check all that apply:

University Council Funding	Med Council Fund	ling	D at e:	2/28/18	
DŖĢĄNIZATIŌŅ NĄME: <u>ČOM Yearbook</u>					
PRESIDENT: Khushai Shah Phone	845-309-0785	_VICE PRESID	ENT: Patrick Euc	alito Phone	
TREASURER: Theresa Feng Phone	.585-490-4205	SECRETARÝ	: Smrithy Jacob	Phone	
PROJECT (Defail the program and expenses from this YR)	ÄŤTEŅDÁŅÇĘ*	EXPENSES: 1	PROJECT (Detail the program	à and expenses for next YR)	EXPENSES
Yéarbôok pròduction	Books sent to all graduates, plus sponsors.	\$27,500	Yearbook productio		\$27,500
			every year. Book p \$5,000 as a back u	QUESTING \$5,000 as we do ays for itselfwe just request o in case of emergency. Anything at the end of the year.	
	1]

Once you insert the actual # of lectures for each year, the Excel formula will recalculate the total expenses of each year. Use caution - the green highlighted cells have Excel formula's that will auto-calculate. Don't erase or type over the formula.

Step 1: Insert the number of lectures for each year in cell# E31 and E67 yellow highlighted). This will autocalulate the lecture fee annual expense as well as the total annual expense.

Step 2: See the resulting net balance (1st yr in cell G42, 2nd yr in cell G78)
Step 3: Insert the resulting net balance from Step 1 as the MSC allocation (1st Yr in cell G15; 2nd yr in cell G55 -yellow highlighted)

The result will autocalculate and should produce a net balance for 1st yr and 2nd yr = 0 (a balanced budget)

Of course you can also modify other expense catagories if needed, then follow the same steps

Student Activity Fund Budget Sheet

	Student Activ	- Note T							
Budget Planning 2018 - 2019									
Account	Description	Insert #	@\$60/ lecture	Budget 2018 - 2019					
42090-05-018-000	1ST YR SNS Rollover	+							
71530-05-012-790	1ST YR. SNS allocation from MSC								
Total Income				0					
Program Expenses 71780-05-018-000	GENERAL MANAGER			880					
71790-05-018-000 71790-05-018-000	CLASS MANAGER	++		1.250					
71800-05-018-000	TRANSCRIBER SUPERVISOR			1,250					
71850-05-018-000	PAYROLL SUPERVISOR			220					
71920-05-018-000	ACCOUNTING FEE			1,015					
71950-05-018-000	LECTURE FEE (\$60)	280	\$60.00	16,800					
Total Program Expense				21,415					
Total Net Income (loss)				(21,415)					
Reserve		++							
71910-05-018-000	Reserve Fund (Min Reserve is 5% prior yr ac	ctual expense)		1,026					
Net Balance	=Income - Expenses + Reserve			-22,441					
	s >5% and <100% of prior year actua								

1st Year \$0 funding

Student Activity Fund Budget Sheet									
2ND YR- Note Taking									
Revised Budget Planning 2018 - 2019									
		Insert #	@\$60/	Budget					
Account	Description	lectures	lecture	2018- 2019					
ncome	+								
42090-05-017-000	2ND YR. SNS Rollover								
71530-05-012-795	2nd YR. SNS allocation from MSC								
71910-05-018-000	Transfer From 1st Yr Prior Reserve								
				0					
Total Income									
Program Expenses									
71610-05-017-000	GENERAL MANAGER			880					
71620-05-017-000	CLASS MANAGER			1,350					
71630-05-017-000	TRANSCRIBER SUPERVISOR			1,350					
71680-05-017-000	PAYROLL SUPERVISOR			220					
71750-05-017-000	ACCOUNTING FEE			1,015					
71760-05-017-000	LECTURE FEE (\$60)	185	\$60.00	11,100					
Total Program Expense				15,915					
Total Net (Income) loss				(15,915)					
Reserve									
71760-03-021-000	Reserve Fund: Min Reserve is 5% prior yr act	ual expense		673	·				
Net Balance	=Income - Expenses + Reserve			(16,588)					

2nd Year:funded as proposed

TOTAL MSC Allocation (1st + 2nd YR) Needed

MSC Initial Allocation (1st +2nd Yr)
Med Council can either reduce its allocations, or add this amount to SNS reserves. 27,000.00 27,000.00

0.00

Downstate Medical Center

Interim Budget Request Form

Date:5/9/18	
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		Please check one box:		
University Council Funding Of	NLY x Med Cou	ncil Funding ONLY	Other:	·
ORGANIZATION NAME:DO	ownstate Urology Club			<u> </u>
PRESIDENT: Sam Gold		VICE PRESIDENT: Matt Ep	ostein\	<u></u>
BOX #:TELEPHC	DNE: <u>914.462.2192</u>	TREASURER: Gurasees Chaw	vla	<u> </u>
PROJECT	ITEMIZED EXPENSES	AMOUNT REQUESTED FROM UNIV COUNCIL	AMOUNT REQUESTED FROM MED COUNCIL	AMOUNT REQUESTED FROM OTHER SOURCE (please specify)
Urology Match Panel	Pizza from A&V		\$119	



Interim Budget Request Form

Date: May 9 2018_

Please check one box:							
University Council Funding ONL	Y Med Council Funding	g ONLY	X Other: Both				
ORGANIZATION NAME: <u>Dow</u>	nstate Students for Choice						
PRESIDENT: Lila Marshall		VICE PRESIDENT:	Myanna Olsen				
BOX #:TELEPHONI	E:	TREASURER:	Max Mecklenburg				
PROJECT	ITEMIZED EXPENSES	AMOUNT REQUESTED FROM UNIV COUNCIL	AMOUNT REQUESTED FROM Med COUNCIL	AMOUNT REQUESTED FROM OTHER SOURCE (please specify)			
Rollover from previous event (Abortion history screening)	Overbudget on Indian food \$65	\$20	\$45	N/A			
IUD Insertion workshop May 12	Indian Food & drinks for 50 people = \$300	\$75	\$225	N/A			
No-scalpel Vasectomy workshop May 21	Pizza & drinks for 45 people (8 pies) = \$200	\$50	\$150	N/A			

USE THE BACK OF THIS FORM IF MORE SPACE IS NEEDED. PLEASE WRITE LEGIBLY AND CLEARLY. ILLEGIBLE REQUESTS WILL BE REJECTED.

Interim Budget Request Form



Date: _05/09/18_

	Ple	ease check one bo	X:		
University Council Funding ONL	Y Med Council Fu	unding ONLY		Other:	
ORGANIZATION NAME: <mark>Just</mark>	tina Ray				_
PRESIDENT: N/A	VICE PRES	SIDENT:	N/A		
BOX #: <u>N/A</u> TELEPHON	IE: <u>(646) 831-8205</u> TRI	EASURER:	N/A		
PROJECT	ITEMIZED EXPENSES	AMOUNT REQU		AMOUNT REQUESTED FROM MED COUNCIL	AMOUNT REQUESTED FROM OTHER SOURCE (please specify)
Travel to The American College of Physicians 2018 Research Symposium, Medical Student Poster Presentation and Competition	ITEMIZED EXPENSES United Airlines Flight \$192.30 Lafayette Hotel \$298.87 Transport in New Orleans 1. Lyft from airport \$33.00 2. Lyft to airport \$33.00 3. Lyft to conference \$12.75 4. Lyft from conference \$10.66	FROM UNIV CC	UNCIL	\$580.58	(please specify) \$592 from the NYACP (American airlines flight \$405.30 + 1 night Lafayette hotel)
	Pa	ige 11 of 12			



Interim Budget Request Form

MSC Minutes 5/10/18 Attachment 9

Date: __05/08/18____

University Council Funding ONL		ng ONLY	Other:	
ORGANIZATION NAME: Main	monides Society			
PRESIDENT: Yaelle Nusst	paum	VICE PRESIDEN	T: Sam Apple	
BOX #: TELEPHON	E: <u>6463633279</u>	TREASURER:	Jackie	Benayoun
PROJECT	ITEMIZED EXPENSES	AMOUNT REQUESTED FROM UNIV COUNCIL	AMOUNT REQUESTED FROM Med COUNCIL	AMOUNT REQUESTED FROM OTHER SOURCE (please specify)
Chai Time for the remaining sessions for May and June	\$90 per week (pizza, drinks, salad)	\$300	\$250	

USE THE BACK OF THIS FORM IF MORE SPACE IS NEEDED. PLEASE WRITE LEGIBLY AND CLEARLY. ILLEGIBLE REQUESTS WILL BE REJECTED.