

INDEPENDENT STUDENT INTERIM BUDGET REQUEST FORM

This form is to be used by students who would like funding for an event or project but have no club affiliations. **Before considering acting independently of a club, please make every effort to work in conjunction with an already existing organization/club that shares similar interests.** Funding for any projects/events will be provided at the discretion of Med Council and shall be based on the following criteria:

- Available Med Council Funds
- Merits of the student(s) which may include but are not limited to:
 - Frequency and quality of the work and activities performed
 - Size and diversity of the event's attendees
 - Past budget requests and money usage

Any event/project must have a lead coordinator who will ultimately be responsible in making sure that all forms are properly filled out, all receipts are attached and whom Med Council can correspond with. Med Council reserves the right to not reimburse any amount of money that was not used for its intended purpose as detailed in this form and approved at a Med Council meeting.

Student(s) are reminded to keep all receipts pertaining to the event/project for proper and full reimbursement. Please consult with Kristen Diorio and/or the Med Council treasurer at mcbtreasurer@gmail.com to ensure all required forms are appropriately filled out as well as with any other questions.

Event/Project Title:

Date(s) of event/project:

Brief description of event/project:

Lead coordinator/planner: _____ email: _____

List other student(s) working on the event/project:

How many people do you expect to attend?

The event/project was advertised/pertains to the: (select all that apply)

College of Medicine Graduate School CHRP Entire Downstate Community

How was the event/project advertised?

Email Class Announcement(s) Other: _____

Has this event/project ever been done before? Yes No If yes, when (e.g. annually)? _____

Are there any clubs/organizations co-sponsoring this event/project? Yes No

If answered YES to the previous question, please list the clubs/organizations and how they plan to contribute (if they are contributing money, indicate how much):

Itemized Budget:

<u>Items (e.g. food, supplies, etc.)</u>	Cost per item	Total Cost (for each line)

Total:
minus other funding:
Asking amount:

Funding Request:

Amount from Med Council:

University Council:

Amount from other resources (i.e. grants, department donations, etc.):

Please include any additional information that you believe Med Council should be aware of.