College of Biological Sciences Student Council

Petitions, Delegations and Requests form

Instructions:
- Complete the following form to the best of your ability
- In addition to this form, you MUST also include a cover letter and full budget
- Submit to room 1502 in the Science Complex, or email to cbsscvpf@uoguelph.ca
- The proposal will be evaluated at the next Finance Subcommittee meeting and subsequently the Board of Governors meeting
- For further information regarding PDR funding, see the CBSSC Constitution on www.uoguelph.ca/cbssc.com
- Please direct any further inquiries to the VPF at cbsscvpf@uoguelph.ca, or the president at cbssc@uoguelph.ca

Part I

Name of Individual(s)/Organization: ________________________________
College(s) Involved: _____________________________________________
Name of Event(s): ______________________________________________
Date of event(s): ______________________________________________
Location of event(s): ____________________________________________
Amount Requested: $__________________________________________
Number of CBS students this event will involve: ______________________
Email Address: ________________________________________________
Date of Request: ______________________________________________
Signature of Applicant: __________________________________________
Cheque made Payable to: _________________________________________

Describe your event briefly in 5 lines or fewer:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Part II

Revenue: (Include PDR requests to other college governments. If you have already received funding from any of the clubs/organizations below, please indicate so)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount ($)</th>
<th>Comments</th>
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<td>TOTAL</td>
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Expenses: (Please include a detailed list of expenses.)

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<thead>
<tr>
<th>Item</th>
<th>Amount ($)</th>
<th>Details</th>
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<tbody>
<tr>
<td>Example: Food &amp; Drink</td>
<td>$1000</td>
<td>We are using Brass Taps catering; they have quoted us this for the food and catering set up.</td>
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Is your event SRM Approved? ____________________________

Part III

DO NOT FILL – FOR OFFICE USE ONLY

Amount Requested: ____________________________

Amount Awarded: ____________________________

Date of Decision: ____________________________

Comments: __________________________________________

_____________________________________________________________________

_____________________________________________________________________

Signature of VPF: ____________________________