

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
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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)

Item	Amount (\$)	Comments
TOTAL		

Expenses: (Please include a detailed list of expenses.)

Item	Amount (\$)	Details
<i>Example: Food & Drink</i>	<i>\$1000</i>	<i>We are using Brass Taps catering; they have quoted us this for the food and catering set up.</i>

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: _____