

Club/Student Organization Funding Requests Timeline

FEB 15TH

Approve the expense at the meeting (where quorum is met!). In the meeting minutes, include a list of members marked present or absent (including your advisor). Include estimated dollar amount with the name of the person who will be spending the money.

MARCH 15TH

Hold your second meeting. Approve the meeting minutes from Feb. 15th. Take note of this in your meeting minutes.

MARCH 23RD

Turn itemized receipts and BOTH meeting minutes into Brooke.

FEB 1ST

Put the expense on upcoming meeting agenda. "Ex. Use of up to \$100 of club funds for Club Pizza Party on March 20th"

MARCH 1ST

Make the agenda for your next meeting and be sure to include "Approve meeting minutes from meeting on 2/15/24."

MARCH 20TH

Spend the money. Get an itemized receipt.