

AUNE Student Activity Fund Request Guidelines

Description:

The AUNE Student Activity Fund is funded by the Student Activity Fee, which is paid each trimester by enrolled students (currently \$5 per semester). This fund is intended to support activities that benefit the larger student community. Preference will be given to requests that promote inter-departmental community building.

Important Information:

- Awards will be made at the discretion of AUNE's Student Government.
- Fund applicants must complete a Student Activities Fund Request Form providing all requested details; including in particular a description of how the requested funds will be used and who will benefit.
- All fund applications must be accompanied by a detailed budget and advertising plan.
- Requests will be considered for the following: community building activities, academic presentations, film screenings, panel discussions, guest lecturers, community outreach activities, fundraising activities, and other activities.
- If there is a fundraising facet to any proposed activity, it must also be approved by AUNE's Office of Institutional Advancement. In general, any fundraising activities would need to be campus based (rather than soliciting the wider Keene community, e.g.). Those activities should not benefit an individual; rather there would need to be a larger purpose. (E.g., holding a bake sale to support a cause or organization versus selling products to fund a particular student's travel or expenses.)
- All fund requests require one of the following: an AUNE student group sponsor (e.g. Student Alliance, B.I.G., and CTEC), an AUNE faculty sponsor, or an AUNE staff sponsor.

Restrictions:

Events will not be funded that are discriminatory, violate any federal, state or local laws, are based in requests for tuition, fees, or any other costs associated with registration and/or financial aid and are requests for travel costs in excess of \$50.

Submissions:

Applications may be submitted via email to Cheryl Lower clower@antioch.edu, Provost Office

Review of Applications:

- Fund requests will be accepted and reviewed on a rolling basis throughout the fall and spring semesters. You will receive an email to let you know if your request was approved within a week of submitting the application.

Requirements:

- Save receipts, invoices, and other documents and submit to Cheryl Lower to provide reimbursement.

**Save this page for your records*

AUNE Student Activity Fund Application

All fund applications must be accompanied by a detailed budget and advertising plan.

Activity Name

Activity Date

Type of Activity *(community building, academic, fundraising, other please specify)*

Student Group Name

Student Applicant Name *(please print, signature required below)*

Email

Faculty/Staff or Student Group Sponsor *(please print, signature required below)*

Requested Amount

Will accept partial Fund? [Y/N]

Description of Activity-

Description of Population Served-

Signature of Student Applicant

Date

Signature of Faculty/Staff or Student Group Sponsor

Date