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**ASMT’s Procedures for Receiving Club Funding**

1. **A Recognized Club**
   1. Clubs will need to complete and return a Student Organization Application
      1. Forms can be picked up in the ASMT office
      2. All Fund requests need to be turned in and completed **3 WEEKS BEFORE FINALS**
   2. Club Requirements
      1. Completed application form returned to the ASMT Executives
      2. Faculty or Staff Advisor
      3. Elected officers, minimum an elected President and Treasurer
         1. After elections please inform ASMT of newly elected Executives
      4. Participation in Club Rush in the current academic year
   3. Ineligibilities
      1. Any violation of the above stated requirements shall cause a club to be ineligible for ASMT funding
      2. Ineligible clubs will be considered inactive and must petition the ASMT Executive Branch to be considered active
2. **Campus and Community Fund Proposal Form**
   1. Can be obtained in the ASMT office
   2. Requirements to receive funding
      1. Be an active club for one year
      2. Have a minimum of three members
      3. Cannot have a negative balance in the ASMT club account
   3. Key items to include
      1. Volunteer activities (certifiable)
      2. Fundraisers and amounts earned
      3. Cost of travel and number of members attending
      4. Cost of registration (if applicable)
   4. Items not to include
      1. Cost of food
      2. Do not use miscellaneous to describe cost
3. **Present to the Finance committee** 
   1. Presentations will take place Thursday’s at 5:30pm in the ASMT office (MILL 208).
   2. Be prepared to explain and answer questions from the Finance committee
   3. The senate will vote to determine the amount the club will receive the following week.
   4. Presentations can be NO LONGER than 5 minutes.
   5. Clubs will be reimbursed for purchases based upon the amount of funding received.
4. Money will not be transferred to club accounts.

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Campus and Community Fund Proposal**

Club/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Funds Are Needed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Activity/Project (Attach Paper as necessary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Importance to Montana Tech: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

What has already been done to Fundraise: \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Number of volunteer hours (Certified on the Montana Tech website): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All fund recipients are required to report to ASMT describing what they did with the funds, no later than the end of the semester. Recipients are also required to broadcast ASMT.**

**Anticipated Financial Report (Attach if Necessary)**

Current ASMT account balance: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Foundation account balance: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Itemized Expenses | Amount |
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**Total Requested: $ \_\_\_\_\_\_\_\_\_\_\_\_\_**

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