

Dear Club/Organization Leader:

Your organization is closely aligned with the work of the Northwestern Health Sciences University Student Senate for access to student funds that have been placed in their hands to administer. In order to make this process as complete and comprehensive as possible, **you are required to sign the Acknowledgement of Receipt of Funding Guidelines and have it submitted on time.** Please read the guidelines in their entirety as applies to your club. **It is your responsibility to read the bylaws and know the process for applying for funds and the process for use of student space.**

Please note the following to best facilitate a seamless process:

1. Please **choose the representative that you choose as your primary positions of leadership carefully.**
2. **Pay very close attention to the requirements listed in the Budget Guidelines. Your reimbursement will be contingent on your organization following ALL required procedures for reimbursement.**
3. **Persons submitting requests for reimbursement must complete a "Travel & Expense Voucher** (available in the Student Organization Center on top shelf of the club mailboxes). Expenses submitted without a voucher will be returned to your club mailbox for completion. The person submitting the voucher may be called upon to answer questions from the Student Senate Treasurer and/or the Vice President for Student Affairs & Dean of Students. **Vouchers must include an itemized receipt.** Failure to provide such information may forfeit your request.  
\*Please see page 3 for purchase order information\*
4. The Student Senate By-Laws and Handbook definitions apply for the Budget proposal submissions process found in the "Student Senate Funding Guidelines" document (located online). **It is your responsibility to know these requirements for the budget approval process.**
5. **All clubs are required to submit a student interest list, obtained at the Club and Org Engagement Fair. This list must have at least 24 signatures to be eligible for any funding.**
6. **All clubs will be assessed for their degree of activity over the term. All clubs should host three meetings or a single event per term. Meetings should reflect an average of 25% of the numbers of signatures provided. Failure to show true activity could result in being asked in to defend the validity of being considered an active club.**
7. Appeals to funding awards will only be entertained as granted by the vote of the Student Senate and only if such appeal is requested within the two weeks following the issue of an award letter.
8. Additional funding requests must be submitted in writing to the Student Senate Treasurer two weeks in advance of your need for the funds. These requests will be discussed by the Student Senate Finance Committee. The committee may approve requests of \$200 or less. Larger requests must be approved by the full Student Senate.

Thank you for your interest in enhancing the community at NWHSU by your participation in clubs and organizations. We hope that by getting you this information in advance, the process of accessing funds for clubs and organizations will be enhanced and clarified for you and your group.

Yours in Health!

Sara Cooper  
Student Senate Treasurer

Beau Foshee  
Student Senate President