

# Club Council Collaborative Event

## Checklist & SGA Funds Request Form

Your club may be eligible to receive \$100.00 if you host/organize a collaborative event (*funding available for two events, but additional funding may be available*):

By submitting this request, we have met the following qualifications:

- Hosted/organized an event with three (3) or more clubs (unless your Council consists of only two (2) member clubs)
- All participating clubs were involved in the planning and participated in the event(s)
  - o Club #1 Name \_\_\_\_\_ Responsibility/Role \_\_\_\_\_
  - o Club #2 Name \_\_\_\_\_ Responsibility/Role \_\_\_\_\_
  - o Club #3 Name \_\_\_\_\_ Responsibility/Role \_\_\_\_\_
- All club members within the Council had the opportunity to participate and we advertised it as a collaborative event
- I have attached the email/flyer asking other clubs within my Council to participate and an event flyer promoting the event
- Events was a WesternU service-related or community service-related:
  - WesternU Service-Related: lecture/workshop series **minimum of two**; must be promoted as a series with a cohesive topic (e.g., "Sports Medicine Surgery and Orthopedic Education Series") which included three lectures regarding application of orthopedics, orthopedic rotations, and reading of x-rays. Club Day, Extravaganza, and fundraising events benefiting a particular club not eligible.
  - Community Service-Related: health screenings/fairs, outreach visits, mentorship programs, and fundraising for charity.

Event Name \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Council(s) of: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail \_\_\_\_\_@westernu.edu

*Of representative who, if approved, will present this request by briefly describing the event at a Senate meeting*

**Clubs involved in the Event** (minimum three clubs): All clubs listed must be involved in organizing, and must participate in the actual event.

Club Name	Signature of Club Representative	Fund #

Was the event more successful because you decided to collaborate?  Yes  No      Total Amount Requested: \$

**Description and Purpose of the Event:**

Email completed forms to [SGA-ClubCoordinator@westernu.edu](mailto:SGA-ClubCoordinator@westernu.edu) and [hoc@westernu.edu](mailto:hoc@westernu.edu); they will let you know which senate meeting you need to attend. Due to meeting schedules, requests accepted August 1-April 1 only.

For Office Use Only:	Added to Senate Agenda for: _____ (date)
_____ Approved by Council (Date)	Budget Transfer Approved by Senate \$50/club
_____ (SGA-Club Coordinator Signature)	_____ (SGA Treasurer Signature)
<input type="checkbox"/> Not approved _____ (Reason)	E-mail _____@westernu.edu regarding decision