

Club Funding Request Preparation

Please note the online Club Funding Request form must be completed in one sitting. You are unable to save it. This Club Funding Request Preparation document is available to assist you with preparing. You can fill in answers on this prep document, save as you go, and then simply copy and paste into the online fillable form.

Club and Event Detail

This section of the form provides the committee with a basic overview of the event for which you're requesting funding assistance.

Club Name:	
Your Name:	
Your Email:	
Name of Event:	
Event Dates:	
Please provide a brief description of the event:	
How many NTC students will be participating?	
Has your club submitted the Club Event Planning form?	
Have you reviewed the Student Club Funding Rubric?	

Funding Details

When considering cost, please only include student fees. Advisors expenses are funded separately. If a category is not needed for your event, please type NA in the answer box.

Travel Fees and Type (airfare, parking, bus/vehicle rental, mileage, etc.):	
Hotel Fees:	
Registration Fees:	
Supplies/Postage Fees:	

Total Event Cost:	
Amount requested from Student Life (up to half the total cost):	

Supporting Details

To receive maximum points and funding, please review NTC Soft Skills and the Student Club Funding Rubric which outlines the criteria and point system that will be used to evaluate the funding request. Use both of these tools when composing your answers. They are available on the Club page within the Student Life section of the website. You are encouraged to review for grammar and spelling as well.

How many funding requests have been approved for your club during the current academic year?	
What is your club's mission/goal and how does this event relate to it? To earn full points, additionally connect your response to NTC Soft Skills.	
How will this event benefit the students, club, and college? To earn full points, address all three components.	
Please describe the educational relevance of this event. To earn full points, connect to NTC Soft Skills. Outline how the club is supporting this event and how the members are showing commitment. To earn full points, list specific fundraising completed and amounts earned.	
Outline how the club is supporting this event and how the members are showing commitment. To earn full points, list specific fundraising completed and amounts earned.	

Bonus Points (optional)

Earn bonus points for your submission by completing these optional responses.

<p>Describe how your club (as individuals or a group) has attended or supported Student Life events during the current academic year. To earn the points, be sure to include the event name and describe how your member(s) participated.</p>	
<p>List events you've co-hosted with another club and/or other clubs' events you've attended during the current academic year.</p>	