

Appendix U – MES Department Club Funding

MES Department Club Funding

SAGM 1 - Date : _____

Department Club Name : _____

Please fill out the form and attach all the documents listed below and submit it to the AVP Clubs & Sponsorship mailbox in the Engineering lounge – JHE 121. All these documents with the signed form must be submitted at least 10 days before SAGM I.

- PROPOSED BUDGET (Template provided by MES VP Finance)
- EVENT SUMMARY SHEET (Proposed Events, Timeline, Description)
- STATEMENT OF THE CLUB'S STARTING BALANCE (Carry-over from the previous year)

MES Department REP (Name & Signature) _____

Department Club President / VP Finance (Name & Signature) _____

MES AVP Clubs & Sponsorship (Signature) _____

Funding Amount : _____ MES VP Finance (Signature) _____

MES Department Club Funding

SAGM 2 - Date : _____

Department Club Name : _____

Please fill out the form and attach all the documents listed below and submit it to the AVP Clubs & Sponsorship mailbox in the Engineering lounge – JHE 121. All these documents with this signed form must be submitted at least 10 days before SAGM II.

- CLOSING BUDGET (Update of the original proposed budget)
- DISTRIBUTION OF MES FUNDS (Quantitative Description of where MES funds were used)
- EVENT SUMMARY SHEET (Event name, Date, Description, Comments)
- FUTURE RECOMMENDATIONS

MES Department REP (Name & Signature) _____

Department Club President / VP Finance (Name & Signature) _____

MES AVP Clubs & Sponsorship (Name & Signature) _____

Funding Amount : _____ MES VP Finance (Name & Signature) _____