



McMaster Engineering Society Intramural Funding Request



This package contains all the information and forms required to request for Intramural Funding. Along with the following forms, you must also include a copy of the original receipt.

All completed forms must be handed into the Director of Sport mailbox in the BLUE Lounge (JHE121)

All questions can be emailed to sports@macengsociety.ca

The following is taken from the Policy Manual section K.3.5 and should be read before continuing to complete the forms.

3.5 Intramural Funding Policy

- a) The MES will sponsor intramural sports teams composed of at least 80% MES members. Teams shall be reimbursed the percentage of MES members on their roster. If the intramural budget is underperforming the VPF and Director of Sports reserve the authority to lower the mandatory member composition to a minimum of 75% MES members. If this happens there would be retroactive reimbursements to first term teams that had already submitted their funding documents.
- b) The MES will fund the cost of registration up to \$300, matching the percentage of MES members on the team, not including any required deposits.
- c) To receive funding, a team must submit the following items to the Director of Sport:
 - i) A full list of the team's playoff roster, including programs of study and student numbers of each team member, signed by each member of the team, and indicating the percentage of MES members.
 - ii) A standard expense report indicating the value of funding which appropriately reflects the percentage of MES members and the deduction of any required deposits.
 - iii) Copy of the receipt as proof of registration.
- d) The Director of Sport shall review requests for funding to ensure they meet all requirements, and forward expense reports and receipts to the Vice President Finance.
- e) The Director of Sport will be notified of the budget by Vice President Finance once the budget is approved. The Director of Sport should only approve requests within the limits of the budget.
- f) The funding pool is limited and may be exhausted before all team applications. The Vice President Finance shall decide whether requests are acceptable and within the limits of the MES Budget.

APPENDIX H – Expense Report
MES Sponsored Service



**Please print clearly and fill in all fields necessary.*

Name: _____ Email: _____

Make cheque payable to: _____ Phone: _____

Source of expense (i.e. club, event, production): _____

Receipt Number / Description	Subtotal Claimed	HST	Total Claimed
Totals:			

Please attach all relevant receipts to this form and submit to the VP Finance mailbox in the Engineering Lounge – JHE 121

I certify that the information presented here is correct, and that all supporting documentation is attached.

Signature: _____ Date (dd/mm/yy): ____/____/____

You will be notified by email when your cheque is available for pick-up.

Thank you,

Vice President Finance
 McMaster Engineering Society

FOR OFFICE USE ONLY

Budget Account : _____ Total Funded : _____

Cheque # : _____ Date : _____ Signature : _____

Team Roster



Team Name: _____

Sport: _____

Captain: _____

Captain's Email: _____

	Name	Student Number	Department	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				