



the **McMaster Students Union Donations Request Form**

NAME: _____

DATE: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Thank you for your interest in requesting donations from the MSU. Throughout the academic year, the Sponsorship and Donations Committee will meet roughly once a month and once throughout the summer. All requests will be reviewed by the Sponsorship and Donations Committee which will make recommendations to the Executive Board for final approval. A financial contribution with no reciprocal benefit is considered a donation.

The limitations on donations as per the Operating Policy are as follows:

- 1) An MSU member includes any full-time undergraduate student enrolled in 18 (or more) units;
- 2) Individual MSU Members are eligible to receive up to \$250/year with a limit of up to \$750 for the same organization;
- 3) Non-MSU members from within the McMaster Community shall be eligible to receive up to \$100/year with a limit of \$300 for the same organization;
- 4) MSU Clubs are ineligible for donations, however clubs may apply for funding through the clubs department or through the sponsorship form if the funding provides a promotional benefit;
- 5) Students are ineligible to apply for donations directly related academic coursework.

Name of Organization/Conference:

Are You A:

Full-time Undergraduate Student

Part-time Undergraduate Student

Graduate Student

MSU Club

Community Member

Other: (Please Specify) _____



If the donation is approved, in what name should the cheque be addressed?

Dollar Amount Requested: \$ _____ Date Requested for: _____

Has the applicant requested/received additional funds from other organizations? If so, please list them below:

Name	Donation Requested	Donation Received

Is this money requested for a class/MSU funded club?

Yes No



Please provide a summary regarding the purpose for your donation request. (Max. 150 words)

How will our donation contribute to the success of the event/trip/project? (Max. 150 Words)