



Guidelines for QCNR club funding requests

General guidelines

- Up to \$1000 will be provided to any single club per academic year. In general, requests up to \$700 per academic year are most likely to be approved.
- Clubs must be in good standing, entailing:
 - An active faculty advisor
 - Host at least two professional development, outreach, or other activities each semester
 - Participate in the QCNR opening social
 - Have up-to-date information on club leadership, contact info, and a club website and/or social media page listed on the QCNR website

To request funding

Once your club has met the requirements above, prepare a short 1-2 page proposal that includes the following information:

- Name and purpose of the club
- Contact information for student leadership
- Faculty advisor name and contact information
- A summary of how the funding will be used, e.g. conferences, competitions, outreach events, etc.
 - At least 25% of your total funding should come from sources other than the dean's office. We strongly encourage clubs to request funding from their respective department head before submitting a proposal to the dean's office.
- An itemized budget showing the allocation of the dean's funding and other sources of funding, e.g. travel, lodging/food, venue rental, materials, marketing, etc.
- A list of the other funding sources and the amounts of funding you have received or expect to receive from departments, individuals, or other fundraising efforts
- When the funding is needed
- If you received funding from the dean last year, explain how it was used and include an itemized expense list

Proposals should be reviewed and approved by your faculty advisor. Once you have received approval from your faculty advisor, send your proposal to Associate Dean for Academics Peter Howe (peter.howe@usu.edu).