



College of Arts Student Union
University of Guelph
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<http://www.casuguelph.com>

Symposium Request Fund (SRF):

A Symposium Request Form is used when an accredited CASU organization (otherwise known as Accredited Student Organizations) wishes to request assistance (financial or otherwise) from the College of Arts Student Union. Please read the attached Symposium Request policy carefully to be sure that your group qualifies and understands the policy. Ensure all items in the following checklist are completed and returned before your symposium or large-scale event. A final report outlining the symposium details and final budget is due **three weeks** after the completion of the project or event. Please address any questions to the College of Arts Student Union (casu@uoguelph.ca).

Organization:

Name of the event or symposium:

Amount requested (if it is a financial request):

Contact Name, Position, Phone Number, E-Mail address:

The Checklist

- Have you read and understood the CASU Symposium Request Fund policy?
- Does your organization qualify for the CASU SRF?
- Does your proposal directly benefit CASU students and/or promote the arts?
- Have you submitted the full CASU SRF package and completed it in full? (This includes a cover letter detailing the event or project, a detailed budget, and a completed SRF form.)
- Is your organization below its CASU PDR funding cap? (The cap is \$500 per winter semester for CASU Accredited Student Organizations (ASOs) and Associate Groups (AGs).)
- Does your organization have an outstanding final report from a previous CASU SRF?

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CASU SRF Policy

- 1.0 In the winter semester, CASU has funds available by request for qualifying groups to support activities for undergraduate students in the College of Arts and/or residing in Maids Hall (Arts House) or La Maison Française (French House) at the University of Guelph and/or the promotion of the arts on-campus and/or the concerns of those students represented by CASU.
- 1.1 Qualifying groups include internal organizations. Internal organizations shall be defined as CASU Accredited Student Organizations (ASOs) and Associate Groups (AGs), thus having funds allocated to them from the CASU operating budget. External groups are exempt from this fund and should request funds from CASU's PDR process.
- 1.2 Individuals, organizations, or groups applying for funding will not be considered unless it can be clearly demonstrated that the request directly benefits the Arts community at the University of Guelph or the concerns of those students represented by CASU.
- 1.3 Requests must include a cover letter, detailed budget allocations, and a SRF request form. Requests missing one or more of these three components will not be considered.
- 1.4 All parties requesting funding must provide a detailed list of all other sources where funding has been obtained or is being sought, prior to its request.
- 1.5 Qualifying groups must submit their request to the CASU Executive Members (including, but not required, President, Vice-President, Events Coordinator, Operations Manager, and Financial Officer) for consideration. Submissions should be submitted to the CASU Office or via the CASU account before the date of the event or symposium.
- 1.6 In fairness to all organizations, no internal group shall be awarded more than \$500 in the winter semester on top of their regular funding under the CASU operating budget.
- 1.7 The President will notify all parties requesting funding within one week of an executive decision.
- 1.8 A written report indicating the project's success and a detailed account of final expenditures should be submitted within three weeks of the termination of the project. Any funding granted through a CASU SRF should be highlighted.
- 1.9 A SRF from any party, internal or external, shall not be considered if outstanding final reports from previously granted SRFs exist.