



**College of Arts Student Union**  
University of Guelph  
MacKinnon Building, Room 138  
(519) 824-4120 x56264  
casu@uoguelph.ca  
<http://www.casu.ca>

## **PDR Form**

A Petitions, Delegations, and Representations form is used when a qualifying organization wishes to request assistance (financial or other) from the College of Arts Student Union. Please read the attached PDR policy carefully to be sure that your group qualifies and understands the policy. Ensure all items in the following checklist are completed and returned at least one week before the meeting you wish to attend. A final report on spending is due three weeks after the completion of the project or event. Please address any questions to the College of Arts Student Union.

**Organization:**

**SOP'd Under:**

**Name of the event or project:**

**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 PDR policy?
- Does your organization qualify for a CASU PDR?
- Does your proposal directly benefit CASU students and/or promote the arts?
- Have you submitted the full CASU PDR package and completed it in full? (This includes a cover letter detailing the event or project, a detailed budget, and a completed PDR form.)
- Is your organization below its CASU PDR funding cap? (The cap is \$200 per academic semester for organizations external to CASU and \$200 per semester for CASU Accredited Student Organizations (ASOs) and Associate Groups (AGs).)
- Does your organization have an outstanding final report from a previous CASU PDR?

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## CASU PDR Policy

- 1.0 In fall and winter semesters, 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 fall into two categories: internal and external. Internal groups 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 shall be defined as groups that operate outside of CASU and do not have funds allocated to them from the CASU operating budget.
- 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 PDR 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 Board for consideration. Submissions should be given to the Chairperson at least one week in advance of the next regularly scheduled board meeting.
- 1.6 In fairness to all organizations, no external group will be awarded more than \$200 in any academic year and no internal group shall be awarded more than \$200 in any semester on top of their regular funding under the CASU operating budget.
- 1.7 The Chairperson will notify all parties requesting funding within seventy-two hours of a Board 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 PDR should be highlighted.
- 1.9 A PDR from any party, internal or external, shall not be considered if outstanding final reports from previously granted PDRs exist.