

**STUDENT GROUP FUNDING REQUEST FORM**

The Law Students’ Association (the “**LSA**”) welcomes funding requests from law-related student groups. Please complete this form and email it to the LSA’s President or VP Finance (emails: jetta.bilsky@usask.ca and stephanie.chelack@usask.ca, respectively). You should also be prepared to address the LSA Council and to answer any questions the Council may have. At least one of the persons presenting this funding request must be an LSA Member pursuant to the LSA’s Constitution. Your form must be submitted at least **two (2)** days prior to the LSA Council Meeting, so Council has an opportunity to review the request.

Council will consider and discuss your request in the meeting at which you present. Every effort will be made to arrive at a decision at that meeting. However, if the Council requires more information to make its decision, then you will be asked to provide it and a decision will be made as soon as is practicable. The Council reserves the right to defer consideration of your request to a subsequent Council meeting.

**Please note**: approval for funding one year does not guarantee future funding. A new request must be made each year, and all requests will be considered based on, *inter alia*, the LSA’s current financial situation, the amount of money requested, the amount the LSA has provided the group in the past, the purpose of the group, and how many students will benefit from the initiative. The information you provide will be included in the minutes of the LSA Council meeting at which your request is heard. The minutes of all LSA Council meetings are posted, and so your address to Council and any discussion related thereto will be made public.

**Group/Event Name:**

**Contact Name:**

**Contact Email Address:**

**Amount Requested (in dollars):**

1. **Have you applied for funding from other sources, e.g., the University of Saskatchewan Students’ Union (the “USSU”)?**

**If not, please explain why not:**

1. **What will the funds be used for (provide a detailed breakdown of expenses)?**
2. **How will this event or group benefit students at the College of Law?**
	1. **What is the target audience for this event or group?**
3. **If the funding is for a specific event, what preparations are being made, who is involved in organizing the event, and what responsibilities will each person have?**
4. **How many Usask Law Students are expected to participate or benefit from the event or club?**
5. **How do you plan on recognizing the LSA’s contribution to the event or group?**
6. **Has your group received funding from the LSA before?**
	1. **If yes, when, how much, and for what purpose?**
7. **Is this request part of a long-term funding need, or is this a one-time request?**
	1. **If long-term, how do you plan to sustain your group’s finances in the future?**
8. **Do you agree to submit a brief report (0.5 to 1 page) to the LSA Council after the event, outlining how the funds were utilized and the outcomes of the initiative?**

*By submitting this form, I acknowledge that I have read and understand the LSA’s funding policies, including the requirement to submit a post-event report and the public disclosure of this funding requests.*

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