



Michigan Technological University

Opportunity and Reserve Funds Allocation Request Form

Organization: _____

Date of Submission: _____

Contact Email: _____

Name of Representative: _____

Please read and fill out the back of this form. Put the total amount of your request on the line below.

Total Amount Requested: _____

Student Organizations requesting Opportunity / Reserve Fund allocations are required to come to a Ways and Means (WAM) committee meeting and "pitch" your request before we make a recommendation to the body. Once we make the recommendation, the USG body will vote on the amount of your allocation. Your final allocation amount may be different from WAM's recommended amount.

The Ways and Means Committee meets on **Wednesdays from 6:00pm to 7:00pm in Room 100 of the Memorial Union Building (MUB)**. Please indicate below what day a representative of your organization can come in to pitch. You will be assigned a 5-10 minute time slot via email.

Date of Hearing (First Choice): _____

Date of Hearing (Second Choice): _____

Any questions? Email the USG Treasurer (usg-treasurer@mtu.edu)

For Office Use Only:

Org. Notified of Hearing Date / Time: _____ (date of notification) Initial: _____

Org. Notified of Final Allocation Amount: _____ (date of notification) Initial: _____

Date body approved: _____ Amount approved: _____ Type: _____

General Information

Opportunity Fund

- Make an opportunity fund request if:
 - Your organization did not receive an SAF allocation.
 - Your organization has a new conference, activity, etc. that you would like to participate in.
 - Your organization needs a new piece of equipment that was not on your initial budget.

Reserve Fund

- Make a Reserve Fund request if:
 - Your organization needs to have a piece of equipment replaced or repaired.

Type of Request: *Opportunity Fund Request (...‘Something New’...)*
 Reserve Fund Request (...‘Equipment Replacement’...)

Please Describe Your Request Below and Attach Supporting Documentation.

IMPORTANT

- Opportunity / Reserve Fund requests can only be made for items that were not on your student organization's budget submitted for budget hearings.
- Student Organizations are limited to one opportunity fund allocation and one reserve fund allocation per year.
- If you receive an allocation, you must fill out a reimbursement or advance of funds form to actually receive your funding.
- A representative of your organization is required to make the opportunity / reserve fund request. This representative must be listed on your organization's involvement link roster.
- Please see usg.mtu.edu for more information about USG Student Organization Funding at Michigan Technological University