

## Contingency Guidelines

1. In order to receive contingency funds, students must have exhausted all monies from the agency account
2. The awarding of contingency funds is based on the merit of the request and availability of funds.
3. All organizations must adhere to the Student Organizations Responsibilities guidelines.
4. The organization must complete the *Organization Request for Funds Form* for events or travel for which the organization is requesting special funding and forward it to the Student Organization Coordinator at Student Life, one week prior to the scheduled Student Allocation and Programming Board meeting date.
5. Each request for contingency funds will be limited to a maximum of \$500.00. Request will be honored based on availability of contingency funds.
6. The Student Allocation and Programming Board will meet review contingency requests at normally scheduled meetings. Requests must be submitted to the Student Organization Coordinator at Student Life, 5 days before the Student Allocation and Programming Board meeting.
7. All Contingency Funds Request must be submitted by the last Friday in April of the academic year.
8. The Contingency Funds Committee decision may be appealed by the Student Organization Coordinator for final decision.
9. Students must follow all previously established guidelines for initial allocation and travel.