

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of Activity _____

Date of Activity _____

Name of Club/Society (C/S) _____

No. of Members _____

Primary Contact _____

Position in C/S _____

Phone Number(s) _____

Email address _____

Secondary Contact _____

Position in C/S _____

Phone Number(s) _____

Email address _____

Types of Funding Requested (one form per activity, different types of funding can be used for one activity)

O'Week Functions Camps, Conferences, Excursions Photocopying Printing T-shirt

Total Amount of Reimbursement being Claimed _____

Please see www.sam.org.au/clubsandsocsdocs for the Regulations Document regarding Funding Rules and Limits

O'WEEK FUNDING

Reimbursement Required _____

Outline expenditure and receipts below

Please attach a list of any new members with your receipts for O'Week (\$150 limit)

FUNCTIONS FUNDING

Reimbursement Required _____

Outline expenditure and receipts below

(Functions funding is set at \$4/member (SAM Members only) per semester, up to \$1000/year)

Date of Function ____/____/____

Number of Club Members who attended the Function _____

How many people attended the Function in total? _____

How did the function achieve its purpose (as outlined in the pre-activity form. Attach supporting evidence as required)

Please attach publicity posters, fliers or emails which were not provided with your pre-activity form

CAMPS, CONFERENCES AND EXCURSIONS SUBSIDY

Reimbursement Required _____

(Funding limited to up to \$1000/year)

Please attach a two page report outlining in point form the following about your excursion, conference, or camp:

- (1) what its purpose was, (2) which club members attended, (3) whether it was regional, national, or international,
- (4) who the club members represented (ie, themselves, the club, the University and/or another organisation)
- (5) whether it fulfilled its purpose (and how it did so), (6) what was good or bad about it (7) what the club members did and what the club members got out of it, (8) whether the club will organise or attend the same event again, (9) any other relevant information about your clubs experience/thoughts about this event

Please attach any promotional material available for this event.

PHOTOCOPYING SUBSIDY **Reimbursement Required** _____ (Cannot exceed \$100)

PRINTING SUBSIDY **Reimbursement Required** _____
(Funding is for 50% of the total cost only, up to \$400)
Please provide a copy of whatever was printed
How was the material distributed or otherwise used? _____

CLUB T-SHIRT SUBSIDY **Reimbursement Required** _____ (\$6 per member per year, up to \$400 a year)
If there are any T-shirts spare, please provide a t-shirt with this form and your receipts.

ASSET FUNDING **Reimbursement Required** _____
(Asset funding is up to \$1000, and is in lieu of Functions and/or Excursions funding)

MISCELLANEOUS **Reimbursement Required** _____
(Funding is up to \$1000 and is in lieu of Functions and/or Excursion funding)
Outline how this funding has benefited the club, attach any material which is relevant to the funding, ie brochures, or fliers.

List the total amount from each receipt for which you need to be reimbursed. Attach a copy of receipts.	Amount (\$)
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____

Profit from any event or excursion (attach calculations) _____

Signed _____

Received ___/___/___ **Signed C&S Officer** _____