

THOMPSON RIVERS UNIVERSITY

CUEF GUIDELINES "Student TRU Events"

Requests for support of student TRU events can be initiated by an individual student, a student group or student society, by an individual faculty member or by a department; however, all applications must have a Faculty or Administrator Sponsor. The event must primarily benefit students and activities supported by this fund must be open to all students. This fund will not support Conferences and Lecture Series.

- The fund will cover expenses associated with venue, food, event activities and prizes. Reimbursement of eligible expenses will be with original receipts only and payable to the Sponsor or Sponsor's designate.
- Normally the maximum allocation for each Student TRU Event is \$5,000, dependent on event submitted budget.
- Alcohol is not covered.
- Within 14 days of the event, the Sponsor, or designate, is required to submit a one page (maximum) report to the CUEF Committee (in electronic format to lbutt@tru.ca) describing the outcome of their event.
- Applications must be made on the CUEF Application form "Student TRU Events" available on the website at <http://www.tru.ca/cuef/>, and requires the signatures of a TRU Faculty or Administrator, as Sponsor, and the Dean of the primary discipline area.
- Applications must include a full event budget and must also specifically state the funding amount requested from CUEF.
- **On completion, submit the original signed document to Linda Butt, OM1643, at least 7 days prior to a regularly scheduled meeting. Applications must be received and reviewed by the Committee prior to the date of the event. Retroactive applications will not be considered.**
- The Event Sponsor is responsible for collecting all original receipts and submitting them to Linda Butt, OM1643, and for disbursing the funds to the relevant payees. **Original receipts are to be submitted with the appropriately coded and signed cheque requisition.**
- **Only one cheque will be issued per event.**