

College of Agricultural Sciences
E. R. Jackman
Club Funding Requests for 2008 - 2009

Deadline for applications is May 31, 2008

Providing both the Dean's Office and the E. R. Jackman Board with accurate, complete and clear information regarding your funding request will assist them in consideration of your proposal.

The Dean's Office and E. R. Jackman reserve the right to refuse requests that are submitted with insufficient or missing information.

The process for reviewing and awarding funding is as follows:

- All applications are reviewed by Assistant Dean of the College of Agricultural Sciences.
- Applications and recommendations are forwarded to E. R. Jackman Fund Allocation Committee.
- E. R. Jackman Membership consider and vote on the proposed fund allocations at the annual meeting, the Friday prior to Homecoming each fall.

Any awarded funds will be available approximately 14 to 30 days after October 31, 2008.

Only funding requests that are created and completed by student members or student leadership of the applying group or club will be considered. If, for some reason, it is not appropriate or possible for a student to prepare the request, please explain the circumstances in a separate cover letter.

Included in this packet:

- Proposal guidelines
- Budget spreadsheet
- Approval and signature sheet

E. R. Jackman Club Funding Proposal Checklist

Please include the following information in your proposal

GROUP IDENTIFICATION

- What is the name of your club?
- What is the purpose of your club?
- What is the mission of your group or club?
- How many members are in your group or club?
- What percentage of your membership is made up of College of Agricultural Sciences majors?
- Who is your advisor?
- Who are your current and/or newly elected officers?
- If you were funded by E. R. Jackman last year, please explain how the money was used.

DESCRIPTION OF REQUEST

- Briefly describe the activity or project for which you are requesting the funding.
- Indicate when the funding will be used.
- Indicate date, place, and time of activity.
- Identify how many participants are anticipated.
- How will the students, College, University, or state benefit from the activity for which funds are being requested? (Be specific, with examples if possible.)
- Are there partnerships with other parts of the University or campus, and if so, please explain how this is coordinated.

BUDGET FOR THE CLUB OR GROUP (NEW!!!)

- COMPLETE THE BUDGET SPREADSHEET.
- Spreadsheet includes ENTIRE club budget for the year, INCLUDING the activity or activities that you are requesting funding for.

AMOUNT BEING REQUESTED

- The specific amount of your request, with detail.
- Estimated amount or cost per student.
- Please feel free to add any other comments or explanations that are not sufficiently covered in the budget spreadsheet.

APPROVAL FORM

- Must be completed and attached to the funding request.
- Completed, signed form and proposal package are due to Office of the Dean, Strand Hall 126, prior to the deadline.
- Any requests received after the deadline will not be considered for funding.

REPORTING BACK & PHOTOS

- The volunteer members of the E. R. Jackman Board and membership are interested in hearing about the projects they have selected for funding. Please submit a thank you note or explanation of how funds were used to E. R. Jackman, c/o The Office of the Dean, 126 Strand Hall, Corvallis, OR 97331.
- If you have photos of your funded trip or activity, the E. R. Jackman Board would like the opportunity to use them in College publications. Please submit to the address above with the name of the activity on the back. Or email them to betsy.hartley@oregonstate.edu.

DEADLINE

- On or before May 31st of each academic year.