Guidelines:

* Funds requested should be for current semester
* Funds awarded will be based on need, budget concerns, and chapter approval
* Requests will be reviewed at the chapter meeting every week
* Chapter meets on **SUNDAY NIGHTS**, plan accordingly
* Funds will be awarded/declined and relevant individuals will be notified no later than 3 days after chapter meeting
* Funds awarded will be **partial or full** amount requested
* **Last day requests can be submitted for Fall 2013 semester is by 5pm on 12/01/2013 in the Kappa Kappa Psi mailbox at 201 Loeb Hall**
* **Procrastination on your part does not mean an emergency on our part.**

|  |  |
| --- | --- |
| Name: | Date: |
| Org./Dept.: | Funds needed by (Date): |
| Address: | Amount Requested: |
| Phone: | Reason for Funds: |
| Email: | Use of Funds: |

**Additional Information:**