# PRIM2C.jpgAppendix T

# Villanova Club Sports

# Post Season Funding Form

This form must be submitted to the Club Sports Office 20 business days prior to post-season competition to be considered for funding. Post-season funding can be requested for sectionals, regionals, nationals or rounds leading up to national competition. Allocated funding will not be greater than 10% of the initial balance of the fund. The initial funding amount will range from $2,500 - $3,000 per year.

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| --- |
| Club information |
| First |  | Last |  | Date Submitted |  |
| Club Name |  |
| Number of Competing Members |  |
| Phone |  | E-mail Address |  |
| Has your club submitted the complete Travel Authorization Form to the Club Sports Office? | YES [ ]  | NO [ ]  |
| event information |
| Event Name |  |
| Dates of Event |  | To |  |
| City |  | State |  |
| Venue Name |  |
| Statement of expenses |
| The budget cannot reflect expenses for associated members, students not competing, coaches, or non-students. The club or those individuals are responsible for the travel expenses.  |
| **Sources of available income:** |
| 1. | Club Account Balance  | (Total available in Club Account) | $ |  |
| 2. | Club Account Reserves | (How much money the club wants left in account at the end of the year?) | $ |  |
| 3. | Total Club Assistance | (Number 1 –Number 2) | $ |  |
| 4. | Each student’s contribution to post-season trip(Not including dues) | \_\_\_\_\_ (# of members) x $\_\_\_\_\_ (contribution) = | $ |  |
| 5. | Total income: | (Number 3 + Number 4) | $ |  |
| **Expenditures:** |
| 7. | Airfare | \_\_\_\_\_ (# of members) x $\_\_\_\_\_ (cost/ticket) = | $ |  |
| 8. | Rental Vehicle | \_\_\_\_\_ (# of days) x $\_\_\_\_\_ (daily rate) = | $ |  |
| 9. | Entry Fee (Team) | (Invoices must be submitted) | $ |  |
| 10. | Entry Fee (Individual) | (Invoices must be submitted)\_\_\_\_\_ (# of members) x $\_\_\_\_\_ (fee) = | $ |  |
| 11. | Hotel | \_\_\_\_\_ (rooms) x $\_\_\_\_\_ (cost/room) x \_\_\_\_\_\_(nights) = | $ |  |
| 12. | Gas |  | $ |  |
| 13. | Total expenditures | (Sum of 7 through 12) | $ |  |
| 14. | Amount requested \* |  | $ |  |
| \*Please note that the amount requested and the (expenditures – income) do not have to equal, however, a logical justification for the inequalities must be present.  |
| **Travel Roster** |
| All club members practicing, competing, and traveling with Villanova Club Sports must have a completed Waiver & Assumption of Risk on file with the Club Sports Office. Anyone who does not meet the following requirements will not be authorized to travel and cannot receive funding for the trip. |
| 1. Waiver & Assumption of Risk on file
2. Listed on the Club Sports Participant Form
 |
| **Eligibility Requirements** |
| 1. Attach a copy of the tournament literature that specifies:
	1. Qualifying procedures, dates and times of competition, and required fees.
2. Students traveling to a legitimate post-season must:
	1. Meet eligibility requirements of the national governing body
	2. Be currently enrolled as a full-time student (Exception: graduating seniors)
3. Funding is not provided to students not competing or non-students.
4. Any club on probation is ineligible for post-season travel funding.
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| **Club Sports Office Comments** |
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| Approved | YES [ ]  | NO [ ]  |
| Funding amount | $ |  |