

## **SPECIAL REQUEST FUND GUIDELINES TO ACCESS SAC FUNDS**

The Special Request Fund has been established to assist those groups whose activities are academic in nature and without such assistance may not take place.

### **Guidelines:**

1. The Student Activity Committee (SAC) will review all requests and will grant monies based on merit, educational opportunities for student growth and development, and whether the activity is supported by the academic administration or department of John Abbott College (JAC).
2. Groups requesting funding must demonstrate the need for assistance from the fund. They must also show how the monies will be used. If requested, groups must have to submit an overall budget for their activity or event.
3. Application must include the following:
  - Name of activity
  - Purpose of the activity
  - A general description of what activities will occur
  - The anticipated time frame for the activity
  - What the student can expect to learn from the activity
  - The primary contact person making the request and a list of group members who will be involved (including staff or faculty)
  - A detailed budget and the amount requested from the fund
4. SAC may fund up to 100% of the activity to a maximum of \$300. For requests over \$300, SAC may grant up to 50% to a maximum of \$1,500. The amount allocated will be at the sole discretion of SAC and any decision rendered will be final
5. Monies granted would be available to offset the cost to ***students only***.
  - Funds will not be allocated to offset costs to staff and faculty. Staff and faculty are able to access funds through their department, academic administration or through professional development.
6. In granting of funds, SAC may request that students share their experiences with the College community. This may be in the form of photos, video(s), a submission to Bandersnatch, a presentation to the SUJAC Executive and/or Congress, or a journal that may be posted to the John Abbott College website.

SAC: September 2016