



Community Funds

Members of every Housing community have access to funds to use to plan events and activities. This money is available on a first come, first serve basis. Community Funds exist to promote and support community development and interaction between residents. Residents (not staff members) pick the activity and plan/facilitate the event. Residence Life staff are available for guidance on how to utilize Community Funds, but responsibility for organizing and presenting the activity belongs to the residents.

Using Community Funds

Groups of residents can request up to \$200 per semester. Funds are available on a first come, first serve basis. The attached form must be completed at least one week prior to the planned event.

Some Quick Guidelines

- Community Funds are meant to build and enhance community and to promote resident interaction.
- At least four residents must be involved in planning the activity.
- The use of Community Funds must be approved by your Community Director before the event occurs.
- No alcohol or drugs may be present at events utilizing Community Funds.
- No gambling may take place using the Community Funds.
- Events using Community Funds must be open to all members of University Housing.
- Your Community Director will keep records of how Community Funds are used.
- Community Funds may not be used to purchase apparel such as T-shirts or sweatshirts.
- The cost must be less than \$10 per resident at the event.

Some Examples of Uses for Community Funds

- Take a Cougar Shuttle to an off-campus event such a community festival or an art fair.
- Plan a catered, formal sit down dinner in Housing with a guest speaker.
- Go ice skating in Forest Park or rock climbing at the Student Fitness Center.
- Purchase group tickets for a Cardinals baseball game at Busch Stadium or a theater production at the Fabulous Fox Theater.
- Host a sand volleyball tournament with a cookout in Cougar Village.
- Plan a karaoke contest in the multi-function room.

Steps to Using Community Funds

1. Come up with an idea for an activity or an event that promotes interaction between residents.
2. Find three residents of University Housing to plan the event/activity with you.
3. Set up a meeting with your Community Director to discuss how to utilize Community Funds.

Step 1 - Organization

Community: _____ Semester: _____ Year: _____

Event: _____ Event Location: _____

Description of Event: _____

Lead Organizer: _____

Address: _____ Phone Number: _____

Lead Organizer's SIUE email address: _____

Names of three other residents involved with the event: _____

Step 2 – Prepare a Budget and/or Design

Please provide a quick summary of how the Community Funds will be used. A line-item budget is preferred. Check with local vendors and business to price supplies and/or items needed, and provide information about vendors being used below.

Item	Vendor	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Step 3- Approval

Community Director _____ Date _____

Assistant Director _____ Date _____