

# Central Student Association

## Petitions, Delegations, and representations request form

(Hereafeter referred to as PDR)

Groups or individuals are encouraged to come before the CSA Board of Directors to request support or sponsorship of any event, program or campaign. Requests for various types of support may include, but are not limited to, promotion, volunteer recruitment, financial aid, technical assistance, resources, office space, transportation and Official CSA endorsement. PDRs are not usually granted for operational costs, salaries, honoraria, food or alcohol costs. CSA clubs should first contact the clubs coordinator @ ext: 56941.

Groups or individuals must submit a complete application to make a PDR at least one week prior to the scheduled board meeting at which they wish to present.

A complete application includes the information form, a cover letter and a detailed budget (if financial assistance is requested) If one or more of the following questions are not applicable, simply indicate that.

Name of Applicant \_\_\_\_\_ Organization \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Request \_\_\_\_\_

Dave of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of request (Financial Aid, resources, etc) \_\_\_\_\_

If your request is financial aid, how much are you requesting? \_\_\_\_\_

Has your organization received money for this event in previous years and if so How much? \_\_\_\_\_

Has your organization PDRed for any money this year? \_\_\_\_\_

How many participants will be attending (please indicate how many students and how many community members)? \_\_\_\_\_

Are there any barriers to participation? \_\_\_\_\_

Are participants contributing personally in any way? \_\_\_\_\_

If you do not receive full funding, what actions will you take? \_\_\_\_\_

What other sources of funding have you received to date (other PDRs, club fees, etc)? \_\_\_\_\_

What other sources of funding are you expecting to receive? \_\_\_\_\_

Does your club or organization collect student fees? If so how much? \_\_\_\_\_

How will you be advertising this event? \_\_\_\_\_

If food is being served will you have a (check all that apply) option?

- Vegetarian    Vegan    Kosher    Hallal    Gluten Free

Please list any other significant information \_\_\_\_\_

If successful, who should the cheque be made payable to \_\_\_\_\_

Note: The indicated applicant will be contacted regarding the presentation date. Applicants will be notified by the Communications Commissioner within three days following the presentation regarding the status of the PDR.

**PDR CHECKLIST:**

- Cover letter**
- Completed PDR Request form**
- Event budget, including real and anticipated revenue**
- Post Report – Please see section 1.8.14 of the attached policy for details**

FOR INTERNAL USE	
Date Received :	_____
Date the request was brought before the Board:	_____
More information needed:	<input type="checkbox"/> Yes <input type="checkbox"/> No      Reevaluation date: _____
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No      Amount of funds granted: _____
Conditions:	_____ _____ _____
Date post funding report to be presented:	_____
Post funding report completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No