

Faculty of Management Student Club Funding Support

Terms of Reference

Purpose:

- The Faculty of Management provides funding to ratified Students' Union clubs in Lethbridge, Calgary, and Edmonton to support activities that:
 - Benefit Management students and their development as business professionals
 - Engage a wide variety of Management students in their 1st to 4th year
 - Enhance the U of L and F of M "brand"
 - Is aligned with the U of L's and F of M's strategic/academic plans

Value:

- Varies depending upon effectiveness of achieving criteria and on budget availability.

Proposal:

- Club must submit ONE ANNUAL application, prior to the first activity for which funding requested.
- All clubs must name a faculty advisor who will provide mentorship and support for the club activity.

Criteria for Evaluating Proposal:

Criteria	Weight
Management student benefit	30%
Management student engagement	30%
Enhance the U of L and F of M "brand"	20%
Alignment with U of L and F of M strategic priorities	20%

Tenable:

- On a reimbursement basis upon submission of original receipts / appropriate supporting documentation and in accordance with U of L policy regarding reimbursement for good, services, and of individuals.
- With evidence of application to other sources for funding.

Faculty of Management Student Club Funding Support

Application:

- Club representative/applicant to complete **Application Form** for each activity for which funding requested
- A committee will apply the criteria and select activities to be funded
- An award letter will be issued to the club representative/applicant to advise of approved funding and process for reimbursement of expenses

Communication/Promotion:

Pre-Activity

- Faculty of Management Communications Officer, Zyna Taylor is available to assist with activity promotion (<http://directory.uleth.ca/users/zyna.taylor>)

Post-Activity

- Immediately upon completion of the activity, participating student(s) to contact Zyna Taylor with activity highlights and some activity-related photos
- Certain stories to be selected for Faculty of Management external relations and student recruitment communication