

### **How to Request Funding for Student Groups or Student Initiatives**

Student requests for funding will be reviewed monthly by an interdisciplinary committee of faculty and staff representing all healthcare education programs (i.e., MD, PA, Academic Nursing, and Graduate School). **To be considered for funding, students must submit in writing to Julie Johnson**

**([jujohns@wakehealth.edu](mailto:jujohns@wakehealth.edu)) a proposal with the following information:**

1. Name of requesting student(s)
2. Name of organization (if applicable)
3. Category of request
  - a. Career and/or technical interest
  - b. Service
  - c. Professional affiliation
  - d. Student wellness
4. Brief description of proposed organization/activity, including the following information:
  - a. Date(s) of event(s)
  - b. Audience
  - c. Purpose & anticipated outcomes
  - d. Supplies needed (e.g., rooms, food, etc.)
  - e. How the request aligns with Student Affairs goals
5. Amount of funding requested with an itemized breakdown of expenses
6. Name of faculty advisor (if applicable)
7. Will fundraising be involved in any of your activities? If so, please explain what type of fundraising and how will funds raised be used?
8. List of funding received and/or currently receiving from other departments or organizations and indicate how funding was/will be used.

**Proposals are due by the 5<sup>th</sup> of each month** to be reviewed by the committee for funding consideration. The requesting student will be notified of the committee's funding decision by email within ten (10) business days of the committee's decision.

*If you are requesting funding for an MD Interest Group, please contact the MD SGA Vice President of Finance for assistance.*

*If you are requesting funding for travel to a conference or meeting, please contact [stuserv@wakehealth.edu](mailto:stuserv@wakehealth.edu) with the following information: the title of the event you are attending, travel dates, purpose for attending the event (e.g., presenting, speaking), and amount of funding requested.*

### **Requirements of Those Who Receive Funding**

To demonstrate the effectiveness and value of the funds provided and to maintain accountability of said funds, we ask for students to provide a 1-page summary of the event within 30 days of completion of the activity. Summaries can include a brief description, how funds were spent, and any outcomes from the event (e.g., quantitative or qualitative data, as well as photos). Please submit the summary to [jujohns@wakehealth.edu](mailto:jujohns@wakehealth.edu).