



# Algonquin Students' Association

CORPORATION

## Field Trip Funding Application

The Students' Association is committed to supporting opportunities for students to experience different facets of their program of study.

### Criteria Eligible for Funding:

1. Opportunities to partake in field trips.

### Criteria NOT Eligible for Funding:

1. Funding will not be provided for any mandatory field trips.
2. Funding will not be provided for any application that has less than 75% of class participation.

### Guidelines:

- Only activity fee paying students will be considered for funding.
- Applications must be submitted **at least 10 days** prior to the field trip date.
- An attempt must be made to obtain funding from Algonquin College, and the Other Funding Sources section of the application form must be completed.
- A complete list of student numbers and signatures of participants must be included.
- The Chairperson of the program must sign off on the application stating that the field trip is not a mandatory part of the program.
- All funding applications must be submitted to the Students' Association for consideration by the following dates:

For a field trip in the fall semester- Applications must be submitted by October 31.

For a field trip in the winter semester- Applications must be submitted by February 28.

For a field trip in the summer semester- Applications must be submitted by June 30.

### Funding:

Approved funding will be based on the number of applications per semester. The Students' Association reserves the right to refuse any application and retains sole discretion to determine approved funding amounts in order to accommodate all request received and anticipated throughout the year.

- All applications must include detailed and official estimates of all expenses from the suppliers and/or companies involved.
- When approved, all cheques will be made strictly to companies, stores, or organizations and not to a student directly. The applicant or co-applicant of the club is responsible for picking up the cheques from the Students' Association and delivering it to their suppliers.

Please note that Applicants cannot benefit financially from this application.

**An incomplete application form will not be processed**

**I have read and understood all of the above information**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant



**Field Trip Funding Application Form**

**Purpose of Field Trip Funding (please be specific):**

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**Benefit/Merit:**

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**Student Contact Information:**

Name	_____	Name	_____
Email Address	_____	Email Address	_____
Telephone Number	_____	Telephone Number	_____
Student Number	_____	Student Number	_____
Program Name	_____	No. of Participants	_____

Please Note: A complete list of participants and student ID numbers must be submitted at the time of application.

**Requested Funding Expenses:**

Please provide official quotes/estimates from each supplier and/or company. Attach additional pages as needed.

Company Name	_____	Company Name	_____
Street	_____	Street	_____
City	_____	City	_____

Amount of Funding Requested	_____	Amount of Funding Requested	_____
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Company Name	_____	Company Name	_____
Street	_____	Street	_____
City	_____	City	_____

Amount of Funding Requested	_____	Amount of Funding Requested	_____
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\*Please note: Copies of the invoices/estimates/receipts must be submitted with application, complete with company name and amount due.

**Funding provided by other Sources:**

Amount of Funding from the College:     \$ \_\_\_\_\_

**\*Acknowledgement:**

I certify that the above funding request is not a course or program requirement as per article 1 of Criteria Not Eligible for Funding

\_\_\_\_\_  
Signature of Program Chairperson