Student-Group Requests for Funding/Sponsorship from the Dean’s Office

The I.H. Asper School of Business (through the Dean’s office) regularly funds/sponsors the CSA and the various specific student groups for events, competitions, conferences, or learning-related travel. Our goal with respect to participation in funding/sponsoring such activities is three-fold:

1. Funded/sponsored activities enhance the student academic experience. This includes adding to the learning of specific subjects, to students’ ability to present and conduct themselves in different situations, and to the potential for growth as individuals in confidence, ability, and experience.

2. Such activities reflect positively on the Asper School and enhance its reputation locally, nationally, and/or internationally.

3. Student groups are able to exhibit responsible financial control and fairness in how funding is allocated among students.

To facilitate our goal, applicants for funding from the Asper School are asked to indicate how each of the above three points will be achieved. To assist applicants, a list of documentation to be included with an application has been developed and is indicated below.

Documentation Required for Funding Requests

1. Details of the activity. Attach any brochures/flyer, registration forms, or other information you have that provide details of the activity you wish to attend.

2. A statement on how the activity will enhance the students’ academic experience.

3. A statement on how the Asper School’s reputation will be enhanced. This will include, among other information, the following:

   - Information on which external parties will be exposed to our students and will gain knowledge of our School.

   - Information on how the event was communicated to students, how applications to participate were solicited, and the bases on which the participating students were selected.

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4. Financial justification for the request. This would normally include four items:

- The proposed budget for the specific activity.
- The budget for the entire student group (including how the specific activity fits into the group’s overall activities).
- The prior year-end financial statements for the student group.
- Signed certification from the student group’s President and Treasurer (or other officer if there is no Treasurer) that adequate internal controls are in place to ensure financial transactions (receipts and disbursements) are proper, secure, and can be accounted for.

5. Copies of applications for funding from other relevant groups (CSA, UMSU, University of Manitoba Vice President’s Travel and Conference Sponsorship Program, etc.) or funding award letters from those groups.

6. A completed Application for Travel Funding Form (available from the Dean's Office).

**Documentation Required for Funding Disbursements**

1. Receipts for expenses claimed with respect to the funding.

   Note: all travel funding requires specific receipts including all boarding passes. This information should be confirmed prior to travel booking, and all participants should be made aware of such requirements.

2. Reconciliation of the activity’s budget (presented in the request for funding) with the actual expenses for the activity. The President and Treasurer should certify this reconciliation report to be accurate and true.