



Donation Request Form

All ASSU Members are eligible to submit requests for monetary donations from ASSU towards events and/or initiatives which enhance the undergraduate student experience. Please note that the primary contact must be an ASSU member for all donation requests. Furthermore, eligibility does not guarantee that a given donation request will be approved, as all donation requests are subject to review and approval by the ASSU Executive.

While ASSU makes every effort to ensure that donation requests are processed in a timely manner, all donation requests should be submitted a minimum of two (2) weeks prior to the start date of the event/initiative in order to ensure that a decision can be reached in advance of said date. Please note that ASSU reserves the right to request additional information after the submission of the application form before deciding. Incomplete forms will not be accepted.

Email the request form and required documents to students.assu@utoronto.ca

Name of Group: _____

Contact Person: _____

Student Number: _____

Phone #: _____ Email: _____

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Name of Event/Project: _____

Date of Event: _____

Amount Requested from ASSU: __\$_____

Full detailed DESCRIPTION of Event/Project:

*PLEASE ATTACH FULL WRITTEN DESCRIPTION

Please provide a FULL detailed line-by-line BUDGET:

*PLEASE ATTACH FULL BUDGET

REVENUE: List other organizations you are seeking funding from - please indicate if the funding is approved, rejected, or pending. If approved, indicate the amount granted.



FOR OFFICE USE

Date Received: _____

Date Approved: _____

Amount Granted: _____ ASSU Signature: _____

NOTES: _____
