



SOUTHWESTERN UNIVERSITY  
INTRAMURAL AND RECREATIONAL ACTIVITIES  
SPORT CLUB PROGRAM

Funding Request Worksheets – 2003-2004

A. Conference/League/Association Expenses

Name of Organization	Itemized Costs
1. _____	
2. _____	
	Total _____

B. Coaching/Consultation Expenses

A \$2000 stipend is available to clubs that wish to have a paid coach. If a club desires the type of funding, it must complete this section by describing the anticipated coaching responsibilities, including estimated number of hours per week that this person would spend on each responsibility. As an additional responsibility, all paid and volunteer coaches must also attend the mandatory officer's training held at the beginning of each academic year.

Responsibility	# of hours per week
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	

C. Equipment/Supply/Maintenance Expenses

All equipment and supplies bought with these funds become property of Southwestern University. Be specific and include the vendor contact information from where you found cost estimates. Additionally, using the back of this sheet, please explain why the club needs this equipment.

Item	Cost/# needed/Total Cost	Vendor and Phone
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		

D. Home Event Expenses

All events are only proposed at this time. All events will require Sport Club Director approval during it's respective semester and Club Officers must make appropriate requests for facilities, equipment, and personnel to support these events.

Event Name				
Tentative Date				
Facility				
# of Teams				
# of Participants				
Officials Costs				
AT Costs*				
Awards**				
Publicity**				
Other Costs**				
Total Costs				

Event Name				
Tentative Date				
Facility				
# of Teams				
# of Participants				
Officials Costs				
AT Costs*				
Awards**				
Publicity**				
Other Costs**				
Total Costs				

\*Athletic Trainers (AT) must be present at all home contests where Southwestern hosts another Institution(s). ATs costs \$25/hour, with charges beginning 15 minutes before and ending 15 minutes after each contest.

\*\*Please itemize these costs on the back of this sheet.

E. Travel Expenses (Part I)

Event Host				
Date(s)				
Event City				
# of SU Participants				
Entry Fee				
Round Trip Mileage				
Estimated Gas Costs				
Vehicle Rental Costs				
Lodging Costs per Room				
# Rooms				
Total Lodging Costs				
Other Costs*				
Total Costs				

\*Please itemize these costs on the back of this sheet.

Note: The standard method of travel for Sport Clubs is the use of vans. Due to safety issues, only 11 passengers are allowed in a 15-passenger van. SU charges \$0.50/mile for the use of a 15-passenger van and \$0.375/mile for its 5-passenger cars, which includes all gas. An SU faculty/staff member must accompany a club when using these vehicles, and all drivers must take a driver's training course and submit to a driver's license inquiry. Another option is to rent vans from Enterprise at 65.99/day not including gas and drivers must be 21 years old. 15-passenger vans average 13 miles per gallon.

