



## College of Engineering and Physical Sciences Student Council (CEPSSC) Petitions, Delegations and Representations (PDR) Form

A Petitions, Delegations, and Representations form is used when an organization wishes to request assistance or funding from the College of Engineering and Physical Sciences Student Council. Forms must be filled out in full and sent to [cepssc@uoguelph.ca](mailto:cepssc@uoguelph.ca) for consideration at least two days prior to the PDR meeting at which the request is to be presented. PDR requests must be presented to CEPSSC before the event that the money is being requested for is held. In addition to an error-free completed PDR form, a CEPSSC Event/Initiative and Reimbursement Form must also be completed for review.

### PDR MEETINGS:

PDR meetings will run approximately every three weeks during the regular scheduled CEPSSC general meeting times with updated dates listed on the CEPSSC official website ([cpessc.com](http://cpessc.com)). There shall be four PDR meetings per semester at which parties requesting funding can present their PDR requests.

### FOLLOW UP DOCUMENTS:

Parties receiving funding from CEPSSC are required to fill out a CEPSSC Event/Initiative and Reimbursement Form along with submitting necessary bills and receipts to CEPSSC within two weeks following the event/initiative in order to receive funding through a reimbursement system. CEPSSC will reimburse up to the approved funding amount and will withhold any of the agreed-upon funding that was not used, as proved through documentation. It is therefore pertinent that you keep all bills and receipts of your event/initiative in order to be reimbursed in full.

### FUNDING:

In fairness to all parties and organizations, no one event/initiative can receive greater than \$500.00 per PDR request. Furthermore, a single event/initiative may only submit one PDR form per fiscal year.

### FINANCIAL AMOUNT REQUESTED:

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### APPLICANT AND CONTACT INFORMATION:

<b>Name:</b>	
<b>Organization:</b>	
<b>Email:</b>	
<b>Phone number:</b>	

### EVENT OR INITIATIVE INFORMATION:

<b>Name:</b>	
<b>Location:</b>	
<b>Date:</b>	
<b>Expected Number of Attendees:</b>	



**DESCRIPTION OF EVENT OR INITIATIVE:**

Has your organization received PDR approval this year for another event or initiative?

<b>Event/Initiative</b>	<b>Amount (\$)</b>

Is the event or initiative being co-sponsored? If so, by who?

Does your club/organization collect student fees? If so, how much?

Is there a fee to attendees associated with your event or initiative? If so, what is the fee?

What other sources of funding have you received to date? (other PDRs, SLEF, student initiatives, sponsors, club fees, etc.)?



What other sources of funding are you expected to receive?

If you do not receive funding from CEPSSC for your event, how will this impact the overall event? What portion of the event (i.e. transportation, food, accommodation, speaker, etc.) would CEPSSC be contributing too?

**ADDITIONAL INFORMATION:**

If successful, who should the cheques be made payable to? Please provide a mailing address if applicable.

**TERMS AND CONDITIONS:**

- The PDR committee meetings will be held in lieu of general CEPSSC meetings approximately every 3 weeks. All PDR forms, budgets and related SERM forms are recommended to be submitted at least 3 weeks prior to your event or initiative.
- I acknowledge that if PDR forms are not submitted at least 48 hours (two business days) prior to the PDR meeting, I forfeit my PDR presentation.
- I acknowledge that CEPSSC reserves the right to refuse funding if bills and receipts are not provided within two weeks of the event/initiative taking place.
- I recognize that the maximum a single event or initiative can receive through CEPSSC is \$500.00.
- I recognize that the board may deny my funding request or approve an altered amount at their discretion.