

CUS Board of Directors Minutes

MARCH 12, 2012

HA 291

Start Time: 5:34pm

Present: Jacky, Enzo, Jasmine, Rameez, Sara, Quinn, Joanna, (David), (Joey), (Riley proxy for Alex), (Sean), (Cole), (Armin), (Jasmine), (Lauren), (Johannes), (Andrea), (Dylan), (Niloufar)

Late: Sifat

Regrets: Alex

A) Call to order and adoption of the agenda

MOVED Quinn, SECONDED Rameez

BIRT the CUS Board of Directors Meeting Agenda for March 12th, 2012 is approved.

... Carried

For: Unanimous

B) Meeting Minutes Approval

MOVED Quinn, SECONDED Joanna

BIRT the CUS Board of Directors approve the previous meeting minutes February 27, 2012 for distribution.

.... Carried

For: Unanimous

C) Election of New CUS Board of Directors Chairperson:

BRIT the CUS Board of Directors appoints _____ (Board member) as Chairperson of the Board of Directors.

Nominees: Rameez nominated by Quinn, Joanna nominated by Riley, Enzo nominated by Joey, Sara nominated by Rameez

Role of the Chairperson:

Jacky: sets up the agenda, is the face of the board, speaks on behalf of the board

Ram: more strategic role, make sure the board is forward looking, more of a leadership role

Elevator Pitches:

Ram: the vision I have to make sure the board has purpose, it's pretty ambiguous right now, the execs have structures, I want to make sure we have direction, that we have goals for what the board does, I've done this with Langara.

Joanna: I didn't foresee myself, honored by the nominated by Alex, being the face of the Board may have pressures involved but I'm up for the role. I'm down for trying out new things.

Sara: I've had experience working with the board and the execs and I can see into the strategic vision of the board

Enzo: attended the meetings last year and I saw the impact that an effective speaker has and I want make an impact. I have experience with Roberts Rules. My life has been leading up to this moment.

MOVED Quinn, SECONDED Ram

BRIT the CUS Board of Directors appoints RAMEEZ (Board member) as Chairperson of the Board of Directors.

... **Carried**

<Secret Ballot>

D) Official Appointment onto Committees

MOVED QUINN, SECONDED RAMM

BRIT the CUS Board of Directors appoints _____ to each committee:

Discussion:

General Questions:

How big was <committee name>? Because last year would be a good indication point.

Building Management Committee:

Dylan: does that include the CLC relations... You'll want the upcoming AMS rep to be on the committee

Budget Oversight Committee

Jacky: it's there to keep VPF in check

Joanna: is every other week too? Or whenever Cindy decides?

Jacky: it'll pick up when something needs to be checked, budget time

Joanna: do we just audit

Quinn: we go line by line

Jacky we can work with VPF to work on budget

Dylan: oversees BCC funding and meeting with Linda to figure that out.

Jacky: everything money related

Cumulative Surplus Committee

Johannes: CSSEC, Budget Oversight Com are also connected

Organizational Development Committee

Jacky: A development of GRTF

Sean: What's GRTF?

Quinn: Governance Review Task Force

MOVED QUINN, SECONDED RAMM

BRIT the CUS Board of Directors appoints the following individuals to each committee:

Committee	Policy	Academic	CSS Expansion	Building Mgmt	Budget Oversight	Cum. Surplus Use	Org. Development
Chair	Enzo	Joey	Sara	Claire	Rameez	Cindy	Jacky
Members	AMS Rep* Alexandra Nil Joey Riley Claire Cole	Sean Enzo Joanna Sifat Alexandra AVPA Armin	Jacky Joanna Quinn Tyler Graham Sean Claire Cindy David H. ROM	Jacky Enzo Riley Maria Sifat AMS Rep	Enzo Joanna Quinn Jasmine Sifat Cindy FSD	Jacky FSD David Quinn Sara	Sean Rameez Cole Jasmine Yeh Enzo

... Carried

For: unanimous

E) Presentations to the Board

1. Alumni Advisory Board Presentation - Johannes Rebane, Andrea Yeung

- GRTF was looking at how to restructure the board and the CUS in general for general decision making whether that be adding or removing committees, they didn't decide on how to restructure the board but there did decide to add the alumni advisory board.
- Allows for a sober second thought, second option, they have experience in the CUS.
- Adopted this form the Haskayne [Calgary] model and adapted it
- We are here if you have any blazing questions or concerns
- We [Sauder] have both. There's a Sauder Faculty Advisor board. This year they did a MBA review. There are a lot of Sauder alumni who are doing great things in the world.
- This helps with the bigger picture, being able to see a bigger perspective
- This is a model that UoT just adopted.
- You [BoD} retain all decision making power.
- Make sure they [CUS] had the support. Like this year the surplus sitting in the AMS account.
- Go- to in times of need and keep you accountable, or mentor

Questions/Discussion

Quinn: BoD refers to the right to defer the selection to the exec. council at any time. When would that happen?

- If someone just left, you can do so if you wanted to
- Certain decisions can be deterred so they [execs] had the right

Quinn: why are the general meeting minutes confidential?

- General protection policy, if they discuss anything in camera related
- Envision: open advice, only possible if there's confidentially, there may be some who are putting their reputation on the line, and sponsorship is always confidential.

Quinn: can we have something similar to what the BoD has with their minutes?

Sean: their just their for advice

- They're a sounding board
- Students won't mind

Ram: confused, are they appointed by the board or elected by constituents?

- Board appoints, but constituents can nominate
- BoD ultimately has the final say

Enzo: quarterly meetings

Armin: is this going to be publicized

Cole: Can this [doc] be generated to the general public

Quinn: there are people who want to be informed, they should be publicize the minutes.

- It's up to you how you want to take this
- Advisory board chair puts together reports, summary which is probably a safer way to do this. I would recommend this for the Execs as well. A short synopsis; Short and quick and easy to read.

Enzo: are Skype meetings okay?

- This is a separate meeting. It's the only way we can accommodate this. Technology is good.

MOVED QUINN, SECONDED RAMM,

Deter the motion until next meeting:

BIRT the CUS Board of Directors defers making a decision regarding the formation of an Alumni Advisory Board motion.

... Carried

For: Sara, Jacky, Ram, Quinn, Enzo

Against: Alex, Joanna, Sifat

2. Request for funding for CUS Students – Dylan Callow

- How the CUS funds certain types of student
- The form is similar to the UGO funding form:
- CUS has vehicles for allocation money... Special Projects fund and general CUS fund
 - We are the only school in the world that gives an opportunity for in a Dragons Den – like setting, pitch and receive funding
 - Any student come in the board, exec or ExCo, deans special project, clubs funding for money
 - **Deans Office for Case Comp:**
 - List of approved VPA and UGO (Ruth or) a special number of comps where we want representation; Overseen by Case Comp CoOrd. 1/3 each for each party.
 - I.e. ICBC, Champions Trophy, Case IT, local case comps
 - Put in an application or qualify
 - Around \$20 000 CUS allocates to this. This is unprecedented in business schools
 - **EXCO**
 - Under VPA

- \$20-30 000 to go to conferences around the world
 - le Harvard business
 - Fill out app. Conduct an interview with Committee.
 - Current chair likes the form
 - We fund 50%
 - **SPECIAL PROJECTS**
 - Board and exec, pitches from students. things that need help to get off the ground
 - Under \$10 000
 - There's already a form, that you need to fill out
 - There were groups that came without a budget, firm dollar amount, what the project/event is, and how it creates value for CUS students; this will give us a value
 - Under \$10 000 to Execs, over \$10 00 to BoD
 - **CLUB Constitution**
 - Right now all clubs 1000 + 2 per member,
 - You get benefits if you want to be a club, you can be a affiliate, just like a test run.
 - I know that meetings are filled with these.
 - These applications will lessen the questions and discussions because you will already have the info.
 - Marketing and brand for CUS, provides this type of funding for clubs and events.
 - i.e. NIBC has been re-applying for Special Projects, the comp would not be as a success without the funding.
 - It gives a service to students who have a dream to start something
- Questions/Discussion
- Sara:** it really streamlines things, We don't need to have huge presentations anymore
- Ram:** it can save an hour of our time
- Enzo:** so all it did was standardize requests for money
- Add a cap for ExCo Funding
- Ram:** where would it be available
- Online, recommend new tab
 - Marketing initiative
 - Working on butterfly opening with Ruth
 - Any changes send me an email.

MOVED QUINN, SECONDED RAMM

BIRT the CUS Board of Directors defers making a decision regarding the adoption of the CUS request for funding form pending submission of the final form.

... Carried

3. Discontinuation of Second Year Committee – Sean Fleming

- Service Council: traditionally meant to serve transfer students, but it's gotten away from that. In the past year it's just for general students
- Overlap (POITS, SoCo), lower attendance, Impedes, not as good as hoped
- The value wasn't there. Too much overlap there were too many events stacked up.
- The value wasn't there for the students involved in the committee.
- Doesn't serve students and doesn't provide experience for those on the committee
- Not sure if committee it eh best way to do this.
- Hiring transfers haven't worked.
- Recommend dissolving 2nd Year Committee and looking

Questions:

Ram: from a transfer student's point of view, it's a big hurdle, you get lost with what's going on; Nothing bridging the gap. There should be something done about it.

- The money can be better used. I don't think the committee is the way to do it.

Sara: Gala, Wine and Cheese...

- Series of social events.

Ram: The committee name is misleading.

Sara: Used to be called MAL. Members at Large

Discussion:

Quinn: Gala dinner, who would be in charge of organising that? Not a transfer student

- For transfer students by current students

Enzo: I feel uncomfortable abolishing this.

Sara: I agree with Sean.....

Ram: I see both sides, I'm worried about dissolving it and not having a backup. It's a Fundamental change

- Right now it's in limbo, we stopped hiring for that.
- We'll have a better time line once we get a better handle for this. It's going take a couple more weeks

Enzo: I was on that hiring committee. Entire abolishment might not be the thing I'm most comfortable doing. I know it's almost like the same time, but before we vote on this it would be better to have a plan

Riley: SoCo and 2nd Year holds social events for all years.

Ram: instead of abolishing can we suspend activity

- Right now it's been suspended

Joanna: I agree with Enzo, it this going to be like CMP, like a friend in Sauder or like a big event in the beginning

- The committee is the not the best idea. It doesn't serve any purpose

Quinn: putting money into something else, the group that's organizing that sounds like the sound of the new committee why not just give 2nd year committee a new mandate.

- Maybe not gala, not sure the best way

Armin: Do you know what it was like when it did service properly?

- Its only 4-5 years old. It was just run by general students

Quinn: 1 Landon Goold, he was a transfer student

Dylan: can you explain the addition by subtraction for the boards

- Things they did in the past year were: STEAM dance, spy vs spy, movie night, boat cruise
- All with general interest parties
- Effects: STEAM jumped in front of POITS, took away and brought light bulbs
- Partnered exclusively with other events

Sara: again students, they were over burdened by things going on. When the 2nd Year Committee filled in events every other week; Ambiguous Title. We don't need that

- Provide budgetary support for other group and organizational support
- It's not the best idea to use CUS money for other clubs, like a slush fund

Ram: It's not doing anything

- While it's important to serve them, this is not the best way.

Quinn: I want to deter

Enzo: is it possible for someone on the committee to come in?

- HR issues, talking to diff students gives a different view

Ram: I'm comfortable voting, as a transfer student I don't see the value of this.

Jacky: I support this motion [to dissolve]

Sara: Should go out and talk to transfer students and then make a plan

- I want to move on this rather quickly so I can hire before the end of the school year

Enzo: BoD provides strategic view, from the beginning the transfer students were an afterthought. What if we set it as the mandate. I know it wasn't there before.

Nil: rebranding, the will go over much easier if this committee no longer exists

MOVED RAMM, SECONDED QUINN

BIRT the CUS Board of Directors dissolves the Second Year Committee.

... Defeated

MOVED RAMM, SECONDED SIFAT

BIRT the CUS Board of Directors dissolves the Second Year Committee on the basis that Sean Fleming (VP Engagement) comes back in 4 weeks with a plan to meet the needs of transfer students coming into Sauder for 2012-2013. If these needs are not met, then the Second Year Committee will be revisited.

... Carried

For: Sara, Ram, Quinn, Joanna, Sifat, Riley

Abstain: Enzo

4. Discontinuation of Some Other Service Council Positions – Riley

- Yearbook and Prospectus.
- Prospectus – one person working on agenda

- Yearbook – team of students working on book together
- Similar skills, why not put them together to give the prospectus editor some support
- Pros, one person, yearbook team. Work together, same skills, similar
- 5 resignations on yearbook.....

Questions:

Sara: any hesitations because yearlong pos?

- Right now there are 0 apps for both

Discussion:

Sara: how will we get people to apply and what will we do if no- one applies?

Quinn: this is just talking about amalgamate the committees

Sara: why would we want to combine it if there's no interest? Seems like a lot

Ram: I'm not comfortable...

Sara: I want an analysis into whether the yearbook is worth it

Sean: it's easier to hire for one position instead of 2

Quinn: it sounds more efficient

Joanna: 5 resignations on the committee, is it a HR issue? How confident are you on the combinations?

- It's just a theory

Sara: How many were ordered and how many were printed?

- Yearbook really expensive: Chinese printer next year, cheaper printer. 5000. Currently 50 to student next year 30. Sell more sell cheaply
- Sold 125 ordered 250

Sara: how about online?

- Want to sell more for cheaper

Sifat: A year in Review by Peter Chao got more views; can we create a documentary instead?

- I can make a presentation about the yearbook later

Sara: let's just vote on whether we feel comfortable

MOVED RAMM, SECONDED QUINN

BIRT the CUS Board of Directors approves the combination of the Prospectus Editor and Yearbook Editor position.

... Carried

For: Enzo, Quinn, Sifat, Joanna

Against: Ram, Sara

Decision on Regular Meeting Times and Locations

Jacky: Monday 5 – 7:30

Enzo: till when?

Jacky: till summer

F) Next Meeting:

March 26, 2012

G) Adjournment:

*Adjournment of meeting: Ram, Quinn, Unanimous
BIRT the meeting is adjourned.*

End time: 7:28pm

Purpose

The purpose of the Commerce Undergraduate Society (CUS) Alumni Advisory Committee is to provide strategic advice, feedback and an alumni perspective to the sitting CUS Board of Directors as a means to aid in the definition, refinement and attainment of CUS' goals.

The Committee will also serve as a tool to ensure consistency of goals and transition of multi-year initiatives between executives on a year over year basis. More specifically, committee members will attempt to achieve these core goals:

1. Aid the sitting CUS Board of Directors in matters relating to strategic and operational decisions;
2. Provide a network of resources within Vancouver's business community;
3. Provide a forum for feedback as it relates to CUS' performance;
4. Develop the CUS community through an active interest in the Society.

The Committee will have no binding voting power over the actions of the CUS Board of Directors.

Structure

Membership

The Committee is comprised of 4 individuals whom are alumni of the CUS. There will be no restrictions as to the type of position the alumnus held as a volunteer of the CUS.

To the extent possible, the committee's membership will be nominated and appointed by both the Commerce Undergraduate Society's constituents at large and sitting Board of Directors. It is recommended that selected members be at least two years removed from at least two years removed from their last position within the CUS before joining the committee.

One position on the Committee will be reserved each year for the immediate Past President of CUS who will serve a one year term. In the event that the President is unable to fulfill this role an appointee may be named at the discretion of the sitting Board of Directors. This appointee is to be a member of the outgoing executive and must be approved by the Committee. This person must maintain sufficient knowledge of the entirety of the organization so as to provide the broad perspective that the Past President would have otherwise been able to bring.

Recruitment

Recruitment of potential participants will take place on an ad hoc basis with the departure of committee members, though it would be preferred for this process to be conducted as infrequently as possible. The recruitment process should entail, at a minimum:

- Nominations by constituents at large during each election season, as facilitated by the CUS Elections Committee
- Nominations, recruitment and appointment by the sitting Board of Directors
- Solicitation of alumni by the Alumni Engagement Director in conjunction with the CUS Board of Directors and Executive Council.

Selection

Selections will be made solely by the CUS Board of Directors. However, the Alumni Advisory Committee and CUS Executive Council will be afforded the opportunity to review applications and provide comments prior to selection. The Board of Directors reserve the right to defer their selection responsibility to the CUS Executive Council at any time.

Criteria for the selection of Committee members will include, but are not limited to, the following:

- Experience with CUS (or the other precursory organizations) and the Vancouver business community
- Current interest and involvement in CUS and the Sauder community at large
- Diversity that the nominee can bring to the Committee, both in terms of professional and CUS experience

Term

It is expected that Committee members will participate for a minimum of one (1) year. After four years of consecutive involvement, each committee member will be asked to 're-apply' for a position on the board so as to ensure regular turnover of positions.

Committee members are encouraged to consider their involvement in advance of the fourth meeting of each year in order to consolidate recruiting efforts to as few separate instances throughout the year as possible.

Committee Roles and Expectations

1. Attending and participating in all Committee meetings (1 per quarter)
2. Attending CUS events as possible;
3. Peer-to-peer recruitment of future Committee members;
4. Act as an ambassador of CUS and the Sauder School of Business to the wider Vancouver community, specifically the business community.

Expected Time Commitment (per year basis)

- | | |
|---|-------------|
| 1. 3-4 Meetings with CUS Board of Directors | 6 – 8 hours |
| 2. Event attendance (minimum 1 per year) | 2 – 6 hours |
| 3. Peer-to-peer recruitment of future Committee members | 3 – 6 hours |

Alumni Advisory Committee

Guiding Principles



Expected Minimum Annual Time Commitment 11 – 20 hours

While the expected role of Committee members currently only requires 11 – 20 hours of commitment annually, members have the flexibility to add significantly more value over their term at their discretion.

Administrative Duties

The current Alumni Engagement Director will serve as the committee's administrative assistant for the Committee. This person will be expected to carry out the following duties:

1. Liaison – the committee administrator will be responsible for liaising between CUS and Committee members throughout the year as required. The administrator will be CUS' single point of contact to reach Committee members
2. Coordinator – the administrator will be in charge of coordinating, in conjunction with the CUS President, Executive Council, and Board of Directors, meeting agendas and facilities
3. Facilitator – the administrator will act as a facilitator for meetings between the committee in an effort to encourage active, efficient and engaged discussion of meeting topics.
4. Secretary - The Committee administrator will record all events, recommendations, and action items in the minutes of each meeting. A list of actionable items will be distributed by the administrator after each meeting. A template for this list is included as APPENDIX A.

**In the event that the Alumni Engagement Director is unable to attend a meeting, the Vice-President External will be responsible for coordinating and facilitating the meeting*

Meetings

Frequency

The Committee will meet once every quarter of the year or as necessary.

Scheduling

Meeting times will be scheduled at the end of each meeting.

Meetings are to be targeted for: Early-April, Mid-August, Mid-January, Early-April (following year).

Attendance

Committee members are asked to provide notification of their anticipated absence for any meetings. If a member is consistently absent from meetings, the Committee and the CUS Board of Directors may ask the member to reconsider their role on the committee.

CUS Board of Directors and the CUS Executive Council may attend meetings at their discretion.

Materials

Agenda and Actionable Items

Agendas will be prepared by the administrator in consultation with the CUS President. Materials will be distributed to all Committee members by the administrator via email at least one (1) week prior to each scheduled meeting. Members are requested to print and bring along the agenda to each meeting.

The CUS President will be responsible for preparing a brief presentation to the Committee outlining the past quarter's events (including relevant figures such as attendance and financial performance) as well as outlook for the upcoming quarter. Presentation materials are to be distributed along with meeting minutes prior to each meeting.

Other Materials

All new Committee members will receive an orientation package in a binder at the start of each year (prepared by the CUS President, Board of Directors and Alumni Engagement Director) outlining: the Committee's guiding principles, Contact List, the Society's constitution documents, and relevant documentation of University of British Columbia, Alma Mater Society, and Sauder School of Business requirements pertaining to the planning and execution of events and activities. The previous year's Calendar of Events, Sponsorship Package and any other relevant historical briefing information are to be provided at this time. The binder will also contain sections for all materials collected in the duration of the year, including meeting minutes and agendas.

By the Committee's Mid-August meeting, it is expected that the upcoming year's Calendar of Events, Sponsorship Package and Consolidated budget be presented. This is to be prepared by the Alumni Engagement Director and provided at least one week in advance of the meeting for the Committee's review.

Confidentiality and Public Communication

Confidentiality

As Committee members are expected to be open and candid in the discussions, it is important to maintain confidentiality by not disclosing information or views expressed by individuals. Individual nomination evaluations and other such documents will also be kept confidential.

Written Records

Meeting minutes and other written records will be treated as confidential information.

Public Communication

Meeting minutes and agendas will be distributed only to the personal and confidential email address provided by each Committee member. Copies of all personal and completed nomination forms are asked to be e-mailed, faxed or couriered directly to the office of the President who will work with the Board of Directors for discreet and confidential compilation of the results.



Amendments

Amendments to this document can only be made with the support of both a majority vote of the CUS Board of Directors.

Appendix A

Actionable Items

<Date>

Task	Owner	Deliverable	Due



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2012/13 Request for Funding Application for CUS Students

Eligibility: Funding is only available to BCom student applicants.

Please submit the completed application and supporting documents to the Executive Assistant, who can be reached at executiveassistant@cus.sauder.ubc.ca.

All applicants will be notified no later than two weeks after the respective presentation to either the External Conferences review committee, Executive Council meeting, or Board of Directors meeting.

Please check one or more of the boxes on the application under which funding source you are seeking consideration.

Dean's Office Funding for Case Competitions

Dean's Office Funding is available for select case competitions determined by the Undergraduate Office and the CUS based on Sauder's eligibility to compete in the conference and the costs. In order to apply for this funding, please use the application from the Sauder Undergraduate Office at this website:

http://www.sauder.ubc.ca/Programs/Bachelor_of_Commerce/Current_Students/~media/Files/BCom/Funding/Funding_Application.ashx

You will then receive a 33% subsidy from both the Sauder Undergraduate Office and the CUS, leaving you, the student, to cover 33% of your flight, delegate fee, and accommodation.

External Conferences (ExCo) Funding

The Commerce Undergraduate Society values the enhancement of the student experience. External Conferences Funding is open to current BCom students in support of their attendance at a selected number of conferences or events (this list is updated by ExCo every year) where they are representing the Sauder School of Business and/or The University of British Columbia at a national or international level.

External Conferences Funding applications require this form AND an interview with the External Conferences review committee, which is done by appointment with the External Conferences Coordinator (excoco@cus.sauder.ubc.ca).

Special Projects Funding

The CUS prides itself on providing value to students in other forms than its basic services and conferences, and has an annual fund in order to fund potential projects created for the CUS student body that come up during the year.

Special Projects are valid for the current year only. Given the large amount of project applications that are received, it is difficult for the CUS to guarantee funding year-over-year.

A successful applicant will have the following:

1. A project or event that can primarily provide value to an adequate number of CUS Students. It is an asset to be inclusive of all CUS students, discrimination based on race, gender, or language will be carefully scrutinized. A project targeted to a specific type of major/specialization/career path is welcomed.
2. An attached budget with revenues and expenditures, both budgeted and actual numbers are important.
3. A firm dollar request for funding and/or marketing resources provided by the CUS.
4. A presentation to either the Executive Council or CUS Board of Directors (based on the amount of money requested).

Requests under \$10,000 in value will be directed to the Executive Council, and their meetings are every Wednesday at 6:30pm.

Requests over \$10,000 in value will be directed to the CUS Board of Directors, and their meetings are every other Monday at 6:30pm.

Application for Club Constitution

The CUS currently has over 10 clubs under CUS recognition that fall under the CUS VP Internal and have the following benefits:

1. \$1,000 start-up cash per year and a further yearly subsidy of \$2/registered member.
2. Access to the CUSOnline website and CUS marketing resources.
3. A seat on the Clubs Council, chaired by the VP Internal
4. An opportunity for further funding for special club events (under Special Projects).

Alternatively, there is also an opportunity for clubs to seek affiliated club status, in which the club can enjoy a test run and receive the following benefits:

1. Access to the CUSOnline website and CUS marketing resources.
2. An opportunity to be constituted as a club the following year.

Requests for club status (or affiliated club status) will be directed to the CUS Board of Directors, who holds their meetings every other Monday at 6:30pm.



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Request for Funding Application

Please print clearly in red font. Incomplete applications will not be considered for funding.

Check all appropriate boxes from the funding source you are seeking:

- External Conferences Funding (defers to ExCo for decision)
- Dean's Office Funding (defers to Sauder UGO for decision)
- Application for Club Constitution (defers to CUS Board of Directors for decision)

Special Projects Funding (choose one of the following:

- Under \$10,000 (defers to Executive Council for decision)
- Over \$10,000 (defers to CUS Board of Directors for decision)

Part I – Applicant(s) Information:

Primary applicant name (UBC registered given name, surname), UBC student # and program year level:

Primary applicant phone number:

Email:

List names of all student co-applicants (UBC registered given name, surname), their UBC student # and program year level:

Primary applicant signature (by signing this application, you are agreeing to the terms of the funding):

Part II - Project Proposal:

Name of club, activity, event, project, or case competition:

Club, activity, event, project, or case competition website (if applicable):

Date(s) of major activity, event, project, or case competition:

Has this activity, event, project, or case competition been held before?

Yes (If you've checked Yes, estimate number of past participants or attendees):

No

Estimate number of CUS students involved in the organization of this club, activity, event, project:

Estimate number of CUS participants involved in this club, activity, event, project, or case competition:

Estimate number of external delegates involved in this club, activity, event, project, or case competition:
(Please separate out business professionals and students not in Sauder if possible)

List the key value propositions to CUS students in this club, activity, event, project, or case competition:
(Examples include networking with delegates, case/learning experience, and job opportunities)

Provide a short description of your club, activity, event, project or case competition (max. 500 words).

Part III – Budget Proposal:

Total amount of funding requested:

External Conferences Funding (if any): \$

Special Projects Funding (if any): \$

Club Constitution: \$1,000 + \$2 per registered member

Briefly identify what the majority of the funding will be covering. (i.e. food, venue, etc)

In support of your request for funding, submit a budget overview of your activity, project, event, or case competition.

The CUS will look favorably at an application where other funding has already been committed. From what other funding source(s) have you made a request?

Sauder Undergraduate Office (UGO):

Yes

No

If Yes, what amount have you requested _____ and/or received to date: _____?

External sponsors

Yes

No

If Yes, what amount have you requested _____ and/or received to date _____?

Please list the external sponsors you have contacted or received funding from: