



## **Central Student Association Petitions, Delegations, and Representations (PDR) Forms**

Groups or individuals are encouraged to come before the PDR Committee to request support or sponsorship of any event, program, or campaign. Requests for various types of support may include, but are not limited to, promotion, volunteer recruitment, financial aid, technical assistance, resources, office space and transportation. PDRs are not usually granted for operational costs, salaries, honoraria, or alcohol costs.

As per PDR policy, CSA Staff members, or programs may not submit requests. This includes any event or initiative co-sponsored by the CSA.

In fairness to all organizations, no group will be awarded more than \$1000.00 in any fiscal year (May to April). In order to qualify for future funding, recipients of a PDR equalling any amount above \$100 at any given time must present a written report to the CSA President within two weeks of the event or initiative.

**Completed forms are to be submitted to the CSA President by email (csapresident@uoguelph.ca) with the subject line "PDR Request" or "PDR Report" OR in person at the CSA Front Office (University Centre 273).**

### **Applicant and Contact Information**

<b>Date Submitted:</b>
<b>Name:</b>
<b>Organization:</b>
<b>Email:</b>
<b>Phone Number:</b>

### **Event / Initiative Information**

<b>Event Title:</b>
<b>Location:</b>
<b>Date:</b>
<b>Time:</b>

### Description of Event of Initiative

Is the event or initiative being co-sponsored? If so, please indicate all of organizations involved.

--

How many participants do you anticipate will be attending your event or how many individuals will be impacted by the initiative? Please indicate how many students and how many community members.

--

How will you be advertising the event?

--

Nature of request (Financial Aid, resources, co-sponsorship, etc).

--

### Event Accessibility

- How accessible is your event? Check all that apply:
- This is a fee associated with the event.
- The event will be held in a physically accessible space.
- The event date and time is not conflicting with any religious or otherwise culturally important date.

If your event is one that is religious or cultural and is therefore, deliberately planned on a religious/culturally important date, please explain below.

- Anyone can attend the event (including community members).

If not please specify who cannot attend your event.

- Food will be served at my event.
- Vegetarian options will be provided.
- Vegan options will be provided.
- Kosher options will be provided.
- Halal options will be provided.
- Gluten Free options will be provided.

If your event is accessible in more ways than mentioned on this form, please specify below.

\*\*If you are looking for the CSA to co-sponsor your event please write a letter outlining all details of your event to the Vice President Student Experience at [csavpexperience@uoguelph.ca](mailto:csavpexperience@uoguelph.ca) - do not submit a PDR Form.



**Financial Information**

If your request is financial aid, how much are you requesting? \_\_\_\_\_

Has this event or initiative received PDR Approval in **previous years**?

- Yes
- No

Year(s)	Amount (\$)

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

Event / Initiative	Amount (\$)

If you do not receive full funding, how will this impact the event? What portion of your budget is our funding contributing to?

Does your club or organization collect student fees?

- Yes
- No

If yes, please indicate how much? \_\_\_\_\_

What other sources of funding have you received to date (other PDRs, club fees, donations, SLEF/Special grants, etc)?

--

What other sources of funding are you expecting to receive?

--

### Other Information

Is there anything else the PDR Committee should know about this event or initiative?

--

If successful, who should the cheque be made payable to? Cheques in the amount of \$200 or over will only be made out to the organization and not the individual. Please provide a mailing address if applicable.

--



**Budget Template\***

<b>Income</b>		
<b>Source</b>	<b>Projected Income</b>	<b>Actual Income (if applicable)</b>
<b>Total Income</b>		

<b>Expenses</b>		
<b>Item</b>	<b>Projected Amount</b>	<b>Actual Amount (if applicable)</b>
<b>Total Expenses</b>		

<b>Total Expenses minus Total Income</b>		
--	--	--

\*Feel free to submit a more detailed budget.



### Terms and Conditions

- The PDR committee meets approximately every 3 weeks, it is recommended you submit your PDR at least 3 weeks in advance of your event or initiative.
- I have read all the relevant policy, rules and guidelines regarding the PDR process (available on the website).
- I acknowledge the CSA reserves the right to refuse retroactive funding requests.
- I understand that in order to qualify for future funding, recipients of a PDR equalling any amount above \$100 at any given time must present a written report to the CSA President within two weeks of the event or initiative.
- I acknowledge that only information provided on the form, or attached upon the initial application, will be considered for the PDR assessment. I understand that reconsideration on the grounds of providing more information after the application has been assessed will not be entertained.
- I acknowledge that PDR's for past events will not be considered.

---

### Completed by the CSA President only:

Date Application Submitted: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Approval Amount: \_\_\_\_\_

Budget Line: \_\_\_\_\_

Signature: \_\_\_\_\_