



Central Student Association Petitions, Delegations, and Representations (PDR) Report

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.

This report will be expected to be completed in full along with copies of receipts saved in a single document to be sent with this report.

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

Date Submitted:
Name:
Organization:
Email:
Phone Number:

Event / Initiative Information

Event Title:
Location:
Date:
Time:



Financial Information

How much funding were you allocated for this event from CSA PDR? _____

How much of the granted funding was spent on this event? _____

If you did not spend the full amount, please provide an explanation below. *

*Please provide a cheque written to the University of Guelph Central Student Association equalling the difference.



Budget Template**

Income		
Source	Projected Income	Actual Income (if applicable)
Total Income		

Expenses		
Item	Projected Amount	Actual Amount (if applicable)
Total Expenses		

Total Expenses minus Total Income		
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**Feel free to submit a more detailed budget. Please provide copies of receipts saved in a single document along with this report.



Terms and Conditions

- I have read all the relevant policy, rules and guidelines regarding the PDR process (available on the website).
- 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.

Completed by the CSA President only:

Date Application Submitted: _____

Date Reviewed: _____

Approval Amount: _____

Budget Line: _____

Signature: _____