**CONTINGENCY REQUEST FORM – Spring 2014**

Please email the completed form and any accompanying documentation to the WSA Treasurer, Meghan Haenn at mlh466@nyu.edu. All requests must be submitted by student group fiscal officer (Finance Chair or Chair/Co-Chair for IDPS groups). Treasurers will be informed of the Appropriations Committee’s decision within **two (2)** **weeks** from the date of the request.

Contingency Funds are available under the following conditions:

* Funds can only be used for events or activities that benefit the Wagner student body.
* Requests **must be submitted four (4) weeks in advance** of the proposed event.

Contingency Fund requests will be evaluated based on the following criteria:

* Intended purpose and outcomes of the event
* Intended benefit to the Wagner student body
* Relevance to the sponsoring student group’s mission
* Reasoning for needing to use contingency rather than discretionary funds

Contingency Funds must be requested for all purchases of alcohol, as this is a disallowed expense for the discretionary fund source i.e. student groups cannot purchase alcohol using discretionary funds or personal funds.

Contingency Fund requests can also be made for attendance and participation in regional and national conferences (up to **four (4)** student group members) under the following criteria:

* Contingency funds may only be used to cover the cost of conference registration; this amount may not exceed $50 per person (4 maximum) attending the conference.
* Funding will not be used to support travel to and from the conference.
* No more than four (4) members of a student group may receive Contingency Fund support for attendance to a conference.
* Following the conference, the student(s) attending the conference must share highlights and insights with the entire student body (i.e. a brownbag, via email, etc.). The student group Treasurer will be responsible for submitting documentation to prove that this sharing has occurred. Groups that do not fulfill this requirement will jeopardize future contingency request.

Please be thorough in order to expedite the review process. The Appropriations Committee reserves the right to request any additional information or documentation before reaching a decision.

**CONTINGENCY FUND REQUEST FORM 2011-2012**

**Requesting/Sponsoring Student Group:**

**Co-Sponsors (Departments or Groups):**

**Requestor’s Name:**       **Requestor’s Email:**

**Title of Event:**

**Date of Event:**       **Anticipated Attendance:**

**EVENT BUDGET:**

 **Contingency Amount Requested: $**

 **Discretionary: $**

 **Other: $**

**TOTAL BUDGET FOR EVENT: $**

**What are the intended goals/ outcomes for the event? (Include the purpose, Benefit to Wagner students, relevance to group mission, etc.)**

**1.**

**2.**

**3.**

**Please explain your request and how it will be used, providing actual breakdown of funds and quotes from vendors:**

**If this is a request for conference registration, please explain how you plan to distribute the knowledge and insight you gain with the student body:**

**If this is a request for speaker honorarium or travel reimbursement, please explain how else you plan to partner with the organization/disseminate it to the Wagner student body. Please indicate if you have spent any discretionary funds on these items in previous years as well.**