

2004 SIF Disbursement Application

(Applications must be received by **April 2, 2004**)

The Caltech Student Investment Fund (SIF) annually awards money to Caltech clubs for equipment purchases and certain club activities. Your request for funding must coincide with the spirit of SIF disbursement philosophies as described below.

1. Your organization must be self-sustaining. The SIF believes that any organization, whatever its cause or purpose, must not have its success and livelihood depend upon the charity of others. Thus, your organization should have a competent treasurer who plans budgets, estimates cash flows, and keeps the organization in good financial health so that the organization can further its cause and provide its intended service.
2. Your organization should be open to the entire Caltech community. Our definition for “openness” is stricter than that of ASCIT; we believe your organization should **actively engage** people who would potentially be interested in your organization.
3. Your organization must have a well-defined focus. It can provide members of the Caltech community an opportunity to service others, it can provide services to the Caltech community, or it can allow individuals to participate in activities that are not sponsored or provided by Caltech.
4. Your organization should be active. It should actually provide the services that it promises to provide, and it should maintain an active member roster.
5. The request should be for a one-time only capital expenditure. A capital expenditure is considered to be some sort of physical good that will be useful to the organization for an extended period of time. We will not fund activities that the organization participates in on a regular basis. For example:
 - If you are the Dining Club, we *will not consider* funding your trip to eat at a French restaurant.
 - If you are the Flying Team, we *will consider* funding a flight simulator.
 - If you are the Kung Fu Club, we *will consider* funding a set of sparring pads
6. The request should not be for equipment/activities that should be ordinarily purchased/funded using the organization’s own resources. We expect most organizations to collect membership fees or seek funding from other resources in order to provide valuable services to its members.
 - If you are the Running Team, we *will not* buy customized jerseys for your current members.
 - If you are Page House, we *will not* fund your alley events.
7. The expenditure must have a direct and preferably long-term impact on the organization's success.
8. If you were awarded a disbursement in 2003 but never put the equipment to use or claimed the disbursement, you better have a very good excuse. The SIF will not fund organizations with incompetent officers.
9. If you were previously awarded a disbursement and used the money for a legitimate purpose, you may consider writing us a thank-you note and telling us how the purchase/activity impacted the success of the club.
10. Don’t ask for a ridiculous amount of money. Be reasonable and keep the application straightforward and simple. Remember, the Student Investment Fund *wants* to help out the Caltech Community!

Finally, all awarded disbursements must be submitted to Malina Chang in the Dean’s Office no later than December 31, 2004. A reminder email will be sent to the clubs in the Fall 2004 quarter, but no extensions or exceptions will be granted for claiming disbursements after this date.

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Name of the Organization: _____

Executive Officers (name, position): _____

Contact Person: _____

Amount Requested: _____

Reasons for Requesting Funding: _____

Will you accept partial funding? _____

Please attach the following documents to this application in the order specified (required):

1. Description of the Organization including purpose and mission
2. 2003 - 2004 Membership Roster (please list *active* members only)
3. 2003 - 2004 Club-sponsored Activities (including estimated number of participants)
4. 2003 - 2004 Financial Statement
5. 2004 - 2005 Budget/Activity Plan (forecast)

Please make 6 copies of your application and submit to:

Chris Flatt, SIF Treasurer
MSC-936

Without exception, applications must be received by April 2, 2004. If you have any questions, please e-mail sif@its.caltech.edu. Also, there may be special cases where your Organization, by the merit of its services to the community, will be considered for disbursement regardless of the qualification of its request. Please e-mail sif@its.caltech.edu if you feel your Organization deserves special attention.