

DCSA Clubs and Societies Funding Form 2016-2017

To all club and society Presidents and Captains,

In order to apply for DCSA funding for the academic year 2016-17, please make sure you fill in the attached files:

(I) Club-Society Budget Questionnaire and Claim form (fill in full)

(II) Club-Society Inventory Form

As per the constitution of the DCSA, any club/society applying for DCSA funding must also submit a signed inventory of all its equipment and assets. This must be filled in as accurately and completely as possible, and submitted together with the budget questionnaire.

(III) Club-Society Formation or Continuation Form

Every funding application must be accompanied by the signature of 15 fee paying members who support the creation or continuation of the club or society

If either the budget questionnaire and claim form or the inventory form is inaccurate or incomplete, or the application is not supported by at least 15 signatures of fee paying members, your club/society may end up not being eligible for funding.

Please return the completed forms by 23:59 GMT on Sunday 16th October 2016.

You can leave it in the treasures treasurer's box, which you can ask for at the porters' lodge, or via e-mail to dcsa_treasurer@darwin.cam.ac.uk, No late forms will be accepted.

I will prepare the draft 2016-2017 budget with the information provided to me. The budget will then be taken to an **Open General DCSA Meeting on 1st November 2016** to be voted on by College members. Please ensure that you or a representative of your society attends this meeting as your claim will be discussed.

Please be aware of the following important points:

1. A Captain/President and a Treasurer must be appointed for the club/society. These two people must be Darwin College members as they are jointly responsible for the club/society's finances. In case there is no one available yet, but you think is vital to new students, you can submit a budget, with the condition that a new A Captain/President and a Treasurer will be find shortly after Fresher's week.
2. The DCSA does not pay for nor subsidise the acquisition of equipment that remains with individual group members at the end of the year (e.g. sweatshirts, trophies, etc.).

3. Full details of the cost and nature of all anticipated expenditure is necessary before any allocation can be considered. Funding, if allocated, is to last a full calendar year, up until the next budget is drawn up in Michaelmas.

If you have any questions about the forms or procedure, please do not hesitate to contact me.

Thank you for your cooperation in ensuring that the 2016-17 academic year is an exciting and successful one for Darwin College and its clubs and societies in particular.

Stefan

DCSA Treasurer

dcsa_treasurer@darwin.cam.ac.uk