

To all club and society captains and presidents,

To apply for DCSA funding for the academic year 2006-2007, please:

- 1) fill in the budget **questionnaire/claims form**
- 2) enclose a copy of your **constitution**.

Please put these forms to DCSA Treasurer's box (on the right hand side from the window at the porter's lodge) by 5pm on Friday 20th October 2005. No late forms will be accepted.

I will prepare a draft budget which will be taken to an Open General DCSA Meeting on the **25th of October at 8pm** to be voted on by DCSA officers. Please make sure that you or a representative attend this meeting as your claim will be discussed.

Also, please be aware of the following points:

A. For new clubs/societies:

- i) You are advised to use "DCSA Club/Society Constitution" template to write down a constitution of your club/society. It is possible to add your own clauses to this sample constitution as long as they do not seek to modify or negate existing clauses.
- ii) You need to present a list of at least **15** interested Darwin College student members, including nominated President, Secretary and Treasurer. There is a form for this information.
- iii) **Three** different people must be listed as Captain/President, Secretary and Treasurer. These three people are jointly responsible for the club finances.

B. Expenses which can not be claimed from DCSA

- i) No club can receive more than 10% of the DCSA budget.
- ii) DCSA policy is **not** to pay for refreshment or dinner outings except in special circumstances which need to be justified in the budget application.
- iii) The DCSA does **not** pay for nor subsidize the acquisition of equipment that remains with individual group members at the end of the year (i.e. football boots, sweatshirts, etc.).

C. Considerations which will be taken into account for allocation of funding:

- i) Requests by club/society members
- ii) Number of members in the club/society
- iii) Last year's funding and expenditure

Detailed breakdown must be given for the cost and nature of **all** anticipated expenditure (e.g. price of pitch hire, equipment).

If you have any questions then please don't hesitate to contact me on the below email address.

Yours,

Svetlana Yudina
DCSA Treasurer
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