

FOOD VENDING COMMITTEE FUNDING CRITERIA

The profits made from all campus snack and drink vending machines gets deposited into the Food Vending Committee account. This committee makes allocations to any campus organization (or Eastern faculty or student) based on the following criteria:

1. Highest priority will be the purchase of equipment, facilities improvement, and services improvement for students and the campus community at large.
2. Funds should be spent for on campus uses and generally benefit the entire campus.
3. Residence Life social programming and facilities will continue to be a priority use.
4. Major campus events such as Homecoming, Spring Fling, Casino Night, etc.

To request funds you can fill out the following request form or send a separate letter that includes a written description of your activity, how it falls under the criteria, how much you are asking for, and how the money will be spent. Please also make sure to include contact information.

Once a request has been submitted, a representative of your group will be invited to present the request in person at the next Vending Committee meeting. You will be notified of the committee's decision within two working days of that meeting.

VENDING COMMITTEE FUNDING REQUEST FORM

Name of Organization,
Department, or Club: _____
FIS Account Number: _____
Total Cost of event or equipment: \$ _____
Money requested from Vending Committee: \$ _____

Contact Person: _____
Phone: _____
Email address: _____
Campus Mail Address: _____

In the space provided below, or on a separate sheet of paper, please answer the following questions:

Please briefly describe your activity and/or how you plan to use the money you are requesting. Also, provide a budget summary for the project including other income and how money requested will be spent.

How does this program fall under the Vending Committee Funding Criteria?

How will Eastern Students benefit from this project?

Amount Allocated \$ _____ Record Number _____
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