**ABE Department- Club Funding Reimbursement Guidelines and Policy**

(funding is for ABE University Sponsored Student organizations (USSO’s))

**Objective:** Encourage and recognize student efforts that support the department by providing funding for the hours volunteered by group members for departmental efforts and events.

**Reimbursement Agreement**: $15.00/hr. up to $1500 per club per academic year. Funds must be used in the academic year earned. Funds will NOT roll over to the next year. Reimbursement must be requested within 30 days of the service.

Reimbursement requires two forms.

1. *Club Funding Service Verification*
2. *Club Funding Payment Request*

**Procedure to request Club Funding Reimbursement**

1. **Student agrees to volunteer time at a departmental event** (I.e.: lab tours, student ambassadors for College/Department recruiting events, volunteer at Recognition and Awards Dinner, etc.)
2. **Student completes approved service hours.**
3. **Student completes ABE Club Funding Service Verification form.** (form available on Resources webpage)
4. **Student submits the *Club Funding Payment Request*.** (link available on Resources webpage)

A copy of the **Service Verification** form must be uploaded with the **Payment Request**.

1. **Funds will be moved to department-maintained student club account.**