**AMALGAMATED SOCIEITES: REQUEST FOR FUNDING**

Society:­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budget year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Contacts** | **CRSid** | **Society Position (e.g. President)** |
|  |  |  |
|  |  |  |

Please make sure to include every event for the whole academic year. Insert new lines if needed.

Complete this form and submit it electronically to tutorial.manager@caths.cam.ac.uk

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Term/Date** | **How the money would be used?** | **Estimated expenditure** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total cost:** | **£** |
|  |  | **Amount requested:** | **£** |

**External Speakers’ Details**

*Please note you are also required to fill out the External Speaker Booking form when making your College room bookings.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation** | **Event type (online/in person)** | **Event details** |
|  |  |  |  |
|  |  |  |  |

An Amalgamated Society is any College recognised, non-sporty student society.

Sport Societies should apply for funds through Amalgamated Clubs.

May Ball and Rag Week are not part of these arrangements.

You are encouraged to accompany this form with supplementary information.

Try to give details in your funding request and in your expense claims.

Not all claims are acceptable (i.e. excessive dining costs, expensive photos, etc).

We are unable to reimburse for items without any kind of receipt or transfer money in advance.

Reimbursements are usually made by BACS either mid-month or end of month.

All expense claims must be processed by 30th June, and therefore should be submitted by 1st June.

Claims received after this date will be reimbursed from next year’s budget.

The College is required to comply with the Prevent Duty. Under this national guidance we are obliged to record all intended events, both in person and online, organised by its staff and students **where the invited speaker is not a member of the College or the University**. The event organiser will be required to provide detailed information on each event and agree to notify the Tutorial Office Manager (tutorial.manager@caths.cam.ac.uk) if any of these details change.

Your attention is drawn to the College’s statement on Freedom of Speech

<https://www.caths.cam.ac.uk/sites/default/files/files/Statement%20on%20Freedom%20of%20Speech_June%202021.pdf>