

HOW-TO COMPLETE A FLOAT REQUEST FORM

1. Download the Float Request Form and fill it out.

ONLINE: Go to *yourstudentsunion.ca* > Clubs & Associations > Multi-campus Administration Resources to download the float request form.

IN-PERSON (WATERLOO): Stop by the Students' Union office to complete the form at our back table.

IN-PERSON (BRANTFORD): Stop by Angela's office to complete the form.

2. Reason for float.

Provide detailed reasoning as to why your club/association requires a float (i.e. club needs cash for our upcoming bake sale in the concourse).

3. Enter the following information:

A. DATE REQUESTED: Write the date of which you submitted the float request.

B. DATE REQUIRED: Write the date you need the float by.

C. REQUIRED BY: Write your full name and signature.

D. ACCT: Write the 4-digit account number that was assigned to your club by the Clubs & Associations department.

E. DEPT and SUB: Do not worry about these!

4. List your club's preferred denominations for the amount being requested.

In the form of loose coins or rolled coins, indicate the quantity and totals of the amount you would like to receive. For example, bake sales usually are approved for approximately \$45 cash float in loonies, toonies and \$5 bills.

5. Calculate the total cash being requested.

Place your calculated total on the top and bottom of the form.

6. Find a staff member to receive authorization.

When you arrive to your corresponding office, find a Students' Union staff member to authorize your float request form before submitting it.

They will fill out their details in the AUTHORIZATION #1 and AUTHORIZATION #2 sections.

WATERLOO CAMPUS: Following authorization, please return the form to Charlene.

BRANTFORD CAMPUS: The AVP: Clubs & Associations will take care of submitting your request to administration.