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Club Name

## Budget Application 2023-24 (submit to [fundingdsa@gmail.com](mailto:fundingdsa@gmail.com))

### Please read before filling out:

DSA awards money for approved student clubs on a **reimbursement basis**, up to the total amount listed on your approved budget. All reimbursements are distributed through Workday. Be sure to **save all receipts**. All relevant reimbursement procedures and forms can be found at [dsauchicago.org/forms-and-applications](https://dsauchicago.org/forms-and-applications).

DSA will only reimburse club expenses related to **student events**. If you lead an academic club, you may use DSA money for catering at workshops, but may **not** use DSA funds to pay a visiting speaker's honorarium or expenses. DSA reimbursements must go to **UChicago students**, preferably students enrolled in the divinity school. You must advertise your events on the **DSA listserv** ([dsa@lists.uchicago.edu](mailto:dsa@lists.uchicago.edu)) to receive reimbursement.

All clubs are strongly encouraged to hold **at least one event per quarter**. Past club events have included ice cream socials, movie nights, "Tea-ology" discussion groups, wassailing around Hyde Park – DSA is excited to see what this year's leaders will come up with!

### DSA CAN reimburse (not a complete list – just a few examples):

- catering (including delivery tip), snack and drink purchases for student events and workshops
- pub night tabs – please put all drinks and food on **one receipt!**
- movie rentals

### DSA CANNOT reimburse:

- speaker fees or honoraria
- a visiting scholar's meals, lodging, or visit-related expenses
- gift cards purchased for individual club members**
- any purchase made by someone who is not a UChicago student
- expenses for private events that were not advertised and open to the entire divinity school

DSA offers club funding in order to enhance student life at the Divinity school. In that spirit, DSA's reimbursement policies are organized around our responsibility to handle student-collected funds in ways that best serve the student community. If you are unsure whether a particular purchase is eligible for reimbursement, please reach out to the DSA treasurer at [fundingdsa@gmail.com](mailto:fundingdsa@gmail.com).



**Estimated Budget 2023-24** (submit to [fundingdsa@gmail.com](mailto:fundingdsa@gmail.com))

**Autumn Quarter 2023**

Event	Estimated Cost
<b>Total</b>	

**Winter Quarter 2024**

Event	Estimated Cost
<b>Total</b>	

**Spring Quarter 2024**

Event	Estimated Cost
<b>Total</b>	

**ANNUAL TOTAL: \$** \_\_\_\_\_



**CLUB DESCRIPTION**

Below, please give the description of your club that you would like us to use on the DSA Website. For returning clubs, if you would like the description to stay the same as it currently is, please paste that description below: