

# The By-Laws to the Constitution

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of the Associated Students of Alaska Pacific  
University

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## **Article I**

### **Assembly Meetings**

The ASAPU Assembly meets weekly except Winter Break, Spring Break and Summer Vacation. Assembly meetings will be located in the Student Leadership Center (SLC) in the Atwood building. The time of Assembly meetings will be determined by the Assembly at the beginning of each enrollment period.

### **Quorum**

Quorum shall refer to half the Assembly plus one.

### **ASAPU Specific Expectations & Responsibilities**

For more information regarding the duties of ASAPU Assembly members, please refer to the ASAPU Constitution found at the link below:

<https://www.alaskapacific.edu/campus-life/student-activities/asapu/>

## **Article II**

### **ASAPU “Money Matters”**

All distribution or approved disbursements are the responsibility of the ASAPU Treasurer. They must be aware of all expenditures made by both ASAPU and APU clubs. The Treasurer MUST have a copy off all **itemized** receipts that are ASAPU or APU club related. (Exceptions can be made for the advisors that have a company card. This staff/faculty member must provide statements at the end of every month with any ASAPU/Club related purchases). ASAPU advisor's and the ASAPU treasurer's signatures are required on all check requests. In most cases, the check will be available one month after the disbursement request is made. An email will be sent out to inform the student that the check is available. The student requesting funds through check request is expected to go to the Accounting office. The Accounting office is located in Grant Hall and is open from Monday-Friday between 8am-5pm. Any remaining funds must be returned to the ASAPU Treasurer within one week of the event.

- Receipts are required for all expenditures of ASAPU funds. Failure to adhere to the policy may influence allocation of funds to a club or may result in a freeze of club budget account and/or a club may be put on a probation period.
- In the event a club wishes to approach ASAPU for funds, the Fund Request Form (Appendix B) must be emailed to [asapu@alaskapacific.edu](mailto:asapu@alaskapacific.edu), before the next ASAPU meeting.
- Petty Cash Disbursements must be under \$100. Some exceptions can be made. An **itemized** receipt to the ASAPU Treasurer to receive funds and all purchases on said receipt must be for that approved event only.

## **Article III**

### **Policies and Procedures**

All APU students, staff, and faculty are expected to comply with APU's policies and procedures; and are required to comply with State and Federal Law. Please refer to the Student Handbook found at the link below:

<https://www.alaskapacific.edu/campus-life/new-student-orientation/handbooks/>

## **Article IV**

### **Weekly Email Process**

Contact the Assistant Director of Campus Life at [studentactivities@alaskapacific.edu](mailto:studentactivities@alaskapacific.edu) before an event. Please include a description of the event. Student Activities can also post event updates on the university TV screens per student's request.

### **University Calendar Posting**

ASAPU and APU club presidents (if desired) can post to the University Calendar. Please refer to the event postings found at the link below:

<http://www.alaskapacific.edu/submit-post-or-event/>

Facebook Posting Club presidents are encouraged to post upcoming events on the ASAPU Facebook page. This allows for the APU community to have knowledge of what is happening and can increase involvement numbers. You can personally post on the Facebook page or give information to the ASAPU Office Manager.

### **Advertising/Posting Process**

As it pertains to public space at APU, advertising of the direct product that is being shown is prohibited, as it violates copyright laws. This can only be allowed on account of prior approval of the holder of the copyright. Direct product advertisement refers to using the name, or likeness of the product itself. However, APU allows the indirect advertising of the product shown as long as it does not advertise the name or likeness of the product. An example would be to have a "mystery movie night" advertised with indirect advertising of the product that you intend to show.

Posting advertisements are only restricted to any reasonable peg board on campus, and other places with prior approval. No posting is to be had on any glass, or clear surface on account of the residue that tape and glue can leave.

## **Article V**

### **Policy for Off-Campus/Outside Speakers**

All APU students, staff, and faculty are expected to comply with APU's policies and procedures; and are required to comply with State and Federal Law. Please refer to the Student Handbook found at the link below:

<https://www.alaskapacific.edu/campus-life/new-student-orientation/handbooks/>

## **Article VI**

### **ASAPU Financial Code**

ASAPU funds come from the Student Activity Fee and the amount of funding available, varies due to the number of enrolled students. ASAPU funds activities through Outdoor Programs and Recreation Programs, along with clubs on campus. Clubs should refer to the Club/ Advisor Handbook for detailed process.

### **Eligible Organizations**

Official APU clubs in good standing may request funds from ASAPU for events, productions, socials, etc. The ASAPU Assembly will consider requests for funds or individuals other than

recognized clubs and organizations on a case by case basis. Requests must benefit or show support toward the APU community. Funding may not be given to support flight costs for travel, and printing or binding of thesis. Proposals will be looked at on a case-by-case basis. ASAPU reserves the right to use, not own, any images or creations produced by projects funded by ASAPU.

### **Notification**

The student body president will relay the board's decision and how to access funds, if approved. If a club has requested funds, the Vice president will contact the appropriate student.

### **Request Funding**

- i. APU community members must submit a formal request to ASAPU, identifying an itemized list of what is being requested. Please see templates in Appendix A of this document for what needs to be included in funding requests.
- ii. Requests must be emailed to ASAPU the Thursday before the ASAPU meeting.
- iii. Community members submitting fund requests must be present at the meeting; if said person is not available at that time they can assign a student proxy to attend.

### **Final Budget Report**

The ASAPU Treasurer is responsible for preparing the final budget report. The report must be finished before the last official day of classes of the spring semester. The Treasurer can request a reasonable extension of this deadline from the Assembly, if necessary. A two-thirds affirmation vote of the Assembly is necessary to authorize the extension.

## **Article VII**

### **Outdoor Programs/Recreation Programs Funding Process**

Recreation Programs and Outdoor Programs will be given a predetermined amount of funds for the academic school year. The funding will be distributed by ASAPU.

These funds will be placed into separate accounts set up and administered by the director of each program to be used for student oriented activities. All revenue income generated by these programs will be property of Outdoor Programs/Recreation Programs. During the annual budget review all documentation for this account will be available for review by ASAPU to help set the next fiscal year budget. There shall be no carry over for Outdoor Programs/Recreation Programs. All other funding regulations that ASAPU has in place will apply. This policy is revocable by a two-thirds majority vote of the board.

## **Article VIII**

### **ASAPU Election Committee Volunteer Position**

The committee will include one member of ASAPU who is not running in the election and the ASAPU advisor. Under no circumstances should the election committee attempt to influence students during the voting process. If questions arise, they should be directed to the Advisor of ASAPU. The committee will meet within one week after voting polls have closed to review student ID numbers and determine the newly elected board.

## **Voting Process**

Students interested in running for the Assembly must complete the Statement of Intent to Run for Office form and submit it to the Advisor of ASAPU. To be eligible to hold office with the ASAPU Assembly, individuals must fulfill the following requirements:

1. Currently have and maintain a 2.5 cumulative grade point average during the entire tenure period.
2. Acquire 25 signatures from currently registered APU students.
3. Write a brief, typewritten statement (around 100 words) outlining the reasons you wish to become involved with ASAPU.
4. Candidates will be expected to attend at least one ASAPU Assembly meeting to complete the application process.
5. When elected in the fall semester for a representative position, position may be kept for the school year.
6. This Statement of Intent to run for Office form is binding for **ONLY** the position clearly stated on the appropriate and corresponding position form in blue or black ink.
7. If a candidate decides to change the position that they intend to run for, they must resubmit a new Statement of Intent to run for Office form and gather 25 new signatures on the appropriate and corresponding position form, for the new position; verbally announcing to all signatories prior to gathering new signatures that they have changed their position.

A survey will be sent out to the entire current APU student body. Each position will have the option for students to abstain. Each student running for a position will have their brief written explanation as to why they want to run. If the abstentions for any position out-number the votes for candidates, the position will remain open. The elections will be held the week before Honors Assembly, for five days. The new ASAPU Board will be announced at Honors Assembly.

## **Statement of Intent to Run for Office Form**

See Appendix A.

## **Article IX**

### **Policy for Student Leadership Awards**

In order for an APU student to receive a Student Leadership Award, they must be an elected member of the ASAPU Assembly. Furthermore, the recipient must satisfy all requirements stated within the ASAPU Constitution which pertain to membership on the Assembly. Please refer to the ASAPU Constitution found at the link below:

<https://www.alaskapacific.edu/campus-life/student-activities/asapu/>

### **Administration of Student Leadership Awards**

1. Student Leadership Awards are applied toward tuition remission only. The ASAPU advisor is responsible for informing Student Financial Services (SFS) as to which students will receive awards for a given semester.
2. Students will only receive tuition remission for up to two leadership positions in the same academic year. A student may only hold one ASAPU board position each academic year.
3. One half of the total award is awarded during the Fall semester and the second half during the Spring semester.

4. If an elected ASAPU board member fails to complete his/her responsibilities, as identified in the Constitution of ASAPU, due to voluntary departure or at the request of the Assembly, the award will be revoked for the current semester. In effect, the student will owe the amount awarded that semester.
5. Recommendations for changing the amount and criteria of an award can be initiated by the Assembly. Written proposal should be turned into the Dean of Students Office. Any recommendations will be considered in April of the current spring semester.

**Tuition Remission for ASAPU Assembly Members**

<b>President</b>	\$ 3,700
<b>Vice President</b>	\$ 2,400
<b>Secretary</b>	\$ 2,400
<b>Treasurer</b>	\$ 2,400
<b>Graduate Rep.</b>	\$ 1,150
<b>Senior Rep.</b>	\$ 1,150
<b>Junior Rep.</b>	\$ 1,150
<b>Sophomore Rep.</b>	\$ 1,150
<b>Freshman Rep.</b>	\$ 1,150
<b>Early Honors Rep.</b>	\$ 1,150

**Article X**

**Committee Meetings**

In order for the ASAPU committee system to function effectively, it is imperative that all committee meetings be attended regularly. ASAPU members are required to sit on at least one University committee.

**Executive Board Policy**

1. It is the responsibility of each standing committee President to be aware of the time, place and frequency of the meetings in their jurisdiction and to communicate this information to the student(s) sitting on those committees.
2. It is the responsibility of each standing committee President to inform the students sitting on the University committee(s) in their jurisdiction of the responsibilities involved in committee participation.
3. It is the responsibility of the Assembly to seek out another Assembly member to attend the University committee meeting if necessary.
4. It is the responsibility of the student sitting on a University committee to present information from the University committee meeting at the following Assembly meeting.

**Article XI**

**ASAPU Awards**

The following awards will be sponsored by ASAPU. Nominations for all awards shall be sent to student leaders, as identified by the current Assembly. Voting shall be open to the entire APU community and shall be completed through an email vote.

**1. Club Advisor of the Year Award**

**Awarded By:** Vice-President at Spring Honors Assembly

**Type of Award:** An individual award/plaque to be given to the recipient

**Nomination Procedure:** Individual Assembly members will solicit nominations from those clubs of which they have oversight. These nominations should be passed on to the Vice President. The Assembly will screen nominations and ultimately make the final selection in April. It is at the discretion of the Assembly if the selection proceedings are open or closed.

**Criteria:**

- The Club must be recognized by ASAPU and be in good standing.
- Provides support to the club through committing his/her time and energy.
- Initiates and/or encourages club members to learn and grow through involvement.
- Shows support to the club through attendance and/or participation at scheduled meetings and activities.
- Maintains communication with ASAPU.

## **2. Academic Advisor of the Year Award**

**Awarded By:** President at Spring Honors Assembly

**Type of Award:** An individual award/plaque to be given to the recipient

**Nomination Procedure:** Individual Assembly members will solicit nominations from all students, to be written-in on the awards survey.

**Criteria:**

- Must be a current academic advisor.

## **3. ASAPU Dedication Award**

**Awarded By:** President at Spring Honors Assembly

**Type of Award:** An individual award/plaque to be given to the recipient or club during the Honors Assembly.

**Nomination Procedure:** Members of the ASAPU Assembly are responsible for nominating an individual or club to the President prior to the third ASAPU meeting in April.

**Selection Made By:** ASAPU Assembly, will vote through a process of secret ballot. ASAPU Assembly must select one and report to the President who is responsible for the award.

**Criteria:**

- Any individual (student, faculty, staff), or club.
- Responsible for identifying, researching, and bringing to conclusion an issue/activity which resulted in a positive impact upon APU community.

## **4. Club of the Year Award**

**Awarded By:** Vice-President at Spring Honors Assembly

**Type of Award:** An individual award/plaque to be given to the recipient

**Nomination Procedure:** The Assembly will screen nominations and ultimately make the final selection during a meeting in April. It is the discretion of the Assembly if the selection of the proceedings are open or closed.

**Criteria:**

The committee will evaluate each nomination on the individual merits of the club. The following criteria will be considered in the selection process.

- Degree of promotion and reflection of ideals, interests, and goals of the APU community.

- Adherence to ASAPU requirements to be a club in good standing, including:
  - Having a Constitution, Club License, and Event Evaluation form on file, and any other necessary documents requested by ASAPU
  - Meeting the minimum goal requirements for the academic year including:
    - Three meetings per semester
    - One event per semester
    - One community outreach event per semester
    - One event per semester with another club or organization
- Attempts to secure funding from sources other than ASAPU such as fundraising, donations, or sponsorships.

### **5. Outstanding Contribution to Students Awards**

**Awarded By:** President at Spring Honors Assembly

**Type of award:** An individual award/plaque to be given to the recipient.

**Nomination Procedure:** Any individual within the APU community may submit a nomination during the course of the school year. Deadline for nomination is at least one month prior to Honors Assembly. ASAPU will screen nominations and make the final selection.

**Criteria**

- Any individual within the APU community.
- Encourages student educational growth.
- Promotes the development of maximum student potential.
- Encourages students to become involved in the APU community.
- Contributes time and effort considered to be above the normal expectations.
- Participates in and supports extracurricular activities at APU.

**Appendix A. Statement of Intent to Run for Office Forms**

**Associated Students of APU**  
**STATEMENT OF INTENT TO RUN FOR OFFICE**

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**POSITION: PRESIDENT**

Duties of the President

- To serve as a member on and liaison between the President's Council, the Board of Trustees Student Affairs Team, and ASAPU.
- To give from time to time a State of the Student Body address
- To serve as the interim manager between councils.
- To serve on at least one University committee.
- To serve **eight** total office hours per week.

Full Name	Email
Contact Phone #	Date

\*\*To be eligible to hold office with the ASAPU Assembly, individuals must fulfill the following requirements:

- 1) Currently have and maintain a **2.5 cumulative grade point average** during the entire tenure period.
- 2) Acquire 25 signatures from currently registered APU students. Signatures and form information **must** be completed with blue or black ink.
- 3) Write a brief, typewritten statement (around 100 words) outlining the reasons you wish to become the **PRESIDENT** of ASAPU.
- 4) Candidates will be expected to **attend at least one ASAPU Assembly meeting prior** to completing the application process.
- 5) When elected in the fall semester for a representative position, position may be kept for the school year.
- 7) This intent to run form is binding for **ONLY** the position clearly stated above.
- 8) If a candidate decides to change the position that they intend to run for, they must resubmit a new intent to run form and gather 25 new signatures on the appropriate and corresponding position form for the new position; verbally announcing to all signatories prior to gathering new signatures that they have changed their position.

**ASAPU**

**Petition for Office – POSITION: President**

By signing this petition, I am supporting this candidate for the office stated above.

Currently active APU students should only sign this petition.

***Students may only sign one petition per position.***

NAME: (Please print)

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Please return this petition to the ASAPU Office with the corresponding “Statement of Intent to Run for **President** of ASAPU” and your typewritten statement.

**Associated Students of APU  
STATEMENT OF INTENT TO RUN FOR OFFICE**

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**POSITION: VICE PRESIDENT**

Duties of the Vice President

- To advise the assembly in club matters.
- To connect and manage the clubs.
- To abstain from higher positions in clubs.
- To serve on at least one University committee.
- To serve **eight** total office hours per week.

Full Name	Email
Contact Phone #	Date

\*\*To be eligible to hold office with the ASAPU Assembly, individuals must fulfill the following requirements:

1. Currently have and maintain a **2.5 cumulative grade point average** during the entire tenure period.
2. Acquire 25 signatures from currently registered APU students. Signatures and form information **must** be completed with blue or black ink.
3. Write a brief, typewritten statement (around 100 words) outlining the reasons you wish to become the VICE PRESIDENT of ASAPU.
4. Candidates will be expected to **attend at least one ASAPU Assembly meeting prior** to completing the application process.
5. When elected in the fall semester for a representative position, position may be kept for the school year.
6. This intent to run form is binding for **ONLY** the position clearly stated above.
7. If a candidate decides to change the position that they intend to run for, they must resubmit a new intent to run form and gather 25 new signatures on the appropriate and corresponding position form for the new position; verbally announcing to all signatories prior to gathering new signatures that they have changed their position.

**ASAPU**

**Petition for Office – POSITION: Vice President**

By signing this petition, I am supporting this candidate for the office stated above.

Currently active APU students should only sign this petition.

***Students may only sign one petition per position.***

NAME: (Please print)

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Please return this petition to the ASAPU Office with the corresponding “Statement of Intent to Run for **Vice President** of ASAPU” and your typewritten statement.

**Associated Students of APU**  
**STATEMENT OF INTENT TO RUN FOR OFFICE**

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POSITION: **SECRETARY**

Duties of the Secretary

- To make the minutes of the meetings publicly available in a timely manner.
- To keep records of meetings accessible for the Assembly.
- To administer and record the Assembly roll call at all scheduled Assembly meetings.
- To serve on at least one University committee.
- To serve **eight** total office hours per week.

Full Name	Email
Contact Phone #	Date

\*\*To be eligible to hold office with the ASAPU Assembly, individuals must fulfill the following requirements:

1. Currently have and maintain a **2.5 cumulative grade point average** during the entire tenure period.
2. Acquire 25 signatures from currently registered APU students. Signatures and form information **must** be completed with blue or black ink.
3. Write a brief, typewritten statement (around 100 words) outlining the reasons you wish to become the SECRETARY of ASAPU.
4. Candidates will be expected to **attend at least one ASAPU Assembly meeting prior** to completing the application process.
5. When elected in the fall semester for a representative position, position may be kept for the school year.
6. This intent to run form is binding for **ONLY** the position clearly stated above.
7. If a candidate decides to change the position that they intend to run for, they must resubmit a new intent to run form and gather 25 new signatures on the appropriate and corresponding position form for the new position; verbally announcing to all signatories prior to gathering new signatures that they have changed their position.

**ASAPU**

**Petition for Office – POSITION: Secretary**

By signing this petition, I am supporting this candidate for the office stated above.

Currently active APU students should only sign this petition.

***Students may only sign one petition per position.***

NAME: (Please print)

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Please return this petition to the ASAPU Office with the corresponding “Statement of Intent to Run for **Secretary** of ASAPU” and your typewritten statement.

**Associated Students of APU**  
**STATEMENT OF INTENT TO RUN FOR OFFICE**

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POSITION: **TREASURER**

Duties of the Treasurer

- To advise the assembly in financial matters.
- To keep financial information updated and available upon request of the Assembly.
- To coordinate with the ASAPU advisor and the APU business office.
- To serve on at least one University committee.
- To serve **eight** total office hours per week.

Full Name	Email
Contact Phone #	Date

\*\*To be eligible to hold office with the ASAPU Assembly, individuals must fulfill the following requirements:

1. Currently have and maintain a **2.5 cumulative grade point average** during the entire tenure period.
2. Acquire 25 signatures from currently registered APU students. Signatures and form information **must** be completed with blue or black ink.
3. Write a brief, typewritten statement (around 100 words) outlining the reasons you wish to become the **TREASURER** of ASAPU.
4. Candidates will be expected to **attend at least one ASAPU Assembly meeting prior** to completing the application process.
5. When elected in the fall semester for a representative position, position may be kept for the school year.
6. This intent to run form is binding for **ONLY** the position clearly stated above.
7. If a candidate decides to change the position that they intend to run for, they must resubmit a new intent to run form and gather 25 new signatures on the appropriate and corresponding position form for the new position; verbally announcing to all signatories prior to gathering new signatures that they have changed their position.

**ASAPU**

**Petition for Office – POSITION: Treasurer**

By signing this petition, I am supporting this candidate for the office stated above.

Currently active APU students should only sign this petition.

***Students may only sign one petition per position.***

NAME: (Please print)

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Please return this petition to the ASAPU Office with the corresponding “Statement of Intent to Run for **Treasurer** of ASAPU” and your typewritten statement.

**Associated Students of APU**  
**STATEMENT OF INTENT TO RUN FOR OFFICE**

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POSITION: **REPRESENTATIVE** ( \_\_\_\_\_ )

Duties of the Representative

- To both seek and represent class opinion on the Assembly.
- To inform their constituents on the Assembly's decisions.
- To encourage student participation in the Association.
- To serve on at least one University committee.
- To serve **four** total office hours per week.

Full Name	Email
Contact Phone #	Date

\*\*To be eligible to hold office with the ASAPU Assembly, individuals must fulfill the following requirements:

8. Currently have and maintain a **2.5 cumulative grade point average** during the entire tenure period.
9. Acquire 25 signatures from currently registered APU students. Signatures and form information **must** be completed with blue or black ink.
10. Write a brief, typewritten statement (around 100 words) outlining the reasons you wish to become the REPRESENTATIVE of ASAPU.
11. Candidates will be expected to **attend at least one ASAPU Assembly meeting prior** to completing the application process.
12. When elected in the fall semester for a representative position, position may be kept for the school year.
13. This intent to run form is binding for **ONLY** the position clearly stated above.
14. **For REPRESENTATIVE forms**, candidate **must** clearly state which specific position they intend to run for on the **line provided** at the top of **both** forms.
15. If a candidate decides to change the position that they intend to run for, they must resubmit a new intent to run form and gather 25 new signatures on the appropriate and corresponding position form for the new position; verbally announcing to all signatories prior to gathering new signatures that they have changed their position.

**ASAPU**

**Petition for Office – POSITION: Representative ( \_\_\_\_\_ )**

By signing this petition, I am supporting this candidate for the office stated above.

Currently active APU students should only sign this petition.

***Students may only sign one petition per position.***

NAME: (Please print)

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Please return this petition to the ASAPU Office with the corresponding “Statement of Intent to Run for **Representative** of ASAPU” and your typewritten statement.

**Appendix B. Proposal for Requesting Funds Form**

Associated Students of Alaska Pacific University Proposal  
**Fund Request Form**

Name of Club:

Requestee/Contact:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Event Details*

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Event Description:

Attended audience:  Club members     APU community     Public     Other (explain):

Will an APU vehicle be needed for this event?  NO                       YES

**Total Amount Requested:**

Purpose of Funds: *(itemize how funds will be applied)*

*Method of Payment*

Check request                       Petty cash                       Credit card                       Other (explain):

**\* The following section is for ASAPU to fill out \***

Date received: \_\_\_\_\_ Date approved: \_\_\_\_\_

Amount approved: \_\_\_\_\_

Notes: