Guidelines for College of Pharmacy Student Organizations
To Request Dean’s Matching Funds

A number of College of Pharmacy student organizations are eligible to receive matching funds from the Dean. These funds are intended to be used to cover travel expenses for students to attend professional conferences and meetings that support the development of the organization and its members, as well as to enhance the educational mission of the college. Each academic year, the Dean will provide $1.00 in matching funds for every $2.00 raised by the organization, up to the following maximums:

<table>
<thead>
<tr>
<th>Student Organization</th>
<th>Max. matching funds from Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>APhA – ASP</td>
<td>$10,000</td>
</tr>
<tr>
<td>FSHP</td>
<td>$10,000</td>
</tr>
<tr>
<td>SNPHA</td>
<td>$5,000</td>
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<tr>
<td>ASP International (at Dean’s discretion for experiential travel)</td>
<td>$2,000</td>
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<tr>
<td>Rho Chi</td>
<td>$1,000</td>
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<tr>
<td>CPFI</td>
<td>$1,000</td>
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<tr>
<td>Kappa Psi</td>
<td>$1,000</td>
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<tr>
<td>Phi Lambda Sigma</td>
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<tr>
<td>Kappa Epsilon</td>
<td>$1,000</td>
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<tr>
<td>NCPA</td>
<td>$1000</td>
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<tr>
<td>ACCP</td>
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<td>AMCP</td>
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<tr>
<td>ASCP</td>
<td>$1000</td>
</tr>
</tbody>
</table>

In order to receive your organization’s matching funds, please submit a letter of request to the Gailine McCaslin, Assistant Director of Research and Administration, by email to gmccaslin@cop.ufl.edu. This letter should include the following information and attachments:

- The specific amount of matching funds you are requesting; whether this is your first request for the year, or if you have already received part of your allotment (this is further explained in the “when to request funds” section below); the name and contact information of your organization’s president, and the name of your faculty advisor.

- Attach the “Acknowledgement of Matching Fund Request” form, complete with signatures of the presidents of the main and all distance campus chapters. This form will confirm that all chapters of the organization are aware that the request has been submitted. Due to the difficulty of obtaining signatures of all presidents on one form, a faxed copy is acceptable.

- Attach a list of the monies that the organization has raised (from all chapters) and would like matched. This list should specify each event/source where the funds were raised, the date of the event(s), and the amount that was raised.
• Please also attach a copy of the organization’s most current available monthly bank statement(s). If an organization has multiple accounts (i.e., separate accounts for main and distance campus chapters), all must be included.

Once the request has been approved by the Associate Dean for Student Affairs and the Chief Financial Officer, it will be forwarded to the college’s Office for Administrative and Financial Affairs for processing. A check will then be prepared and mailed to your organization. NOTE: In order for the payment to be processed, your organization (initiating chapter) must be listed in the university purchasing system as a vendor. Most student organizations are already set up in this manner, but if yours is not, the president (as listed on your cover request letter) may be contacted in order to have the necessary paperwork completed.

Some other points to note:

Who can request the funds: Any (main, or distance campus) chapter may initiate the request for matching funds in the name of the entire organization. The “Acknowledgement of Matching Fund Request” form, with the signatures of all chapter presidents, must be included for all requests. Please note that funds are provided in one lump sum --- the Dean’s Office will not divide or disburse funds to multiple chapters. The check will be made payable and mailed to whichever chapter initiated the request; that chapter is then responsible for seeing that the funds are distributed to the other chapters as appropriate.

When to request funds: Each organization should request its matching allotment as soon as it has raised sufficient funds to receive its maximum amount. If an organization has not raised enough to receive the maximum, it may still submit a request for matching funds after it has raised most of the money it expects to for the year. In the event that the group then raises more money later, it may make another request in order to reach its maximum matching allotment (however, please limit the number of requests to two for the academic year if possible). The chapter that made the initial request must also be the chapter that submits any subsequent requests for the same academic year.

In some instances, an organization may wish to request the Dean’s allotment before it has actually raised the original funds to be matched (this can happen in cases where the matching funds must be received in time for an upcoming conference). Alternately, an organization may wish to count funds they raised towards the end of the previous academic year towards their matching allotment for the current year. These requests are considered on a case-by-case basis only, and must be pre-approved by the college’s Associate Dean for Student Affairs and the Chief Financial Officer, Mr. Eric Peipelman. Please contact Mr. Peipelman by email at epeipel@cop.ufl.edu in order to request this type of exception.
**Timeframe for submitting requests:** The time it takes for the matching funds to be received varies from case to case. After the organization’s request (with all of the required items) is approved by the Dean and forwarded to the Office for Administrative and Financial Affairs, it generally takes about two weeks for the check to be processed and mailed to the organization. Therefore, please plan to submit requests in plenty of time to receive the funds for any planned uses (i.e., travel to conferences and meetings), also taking into account the Dean’s availability to approve the request.

**Continuity:** It is important that the officers of each student organization make a concentrated effort to pass on this type of information to its new members in order to develop continuity for the organization, as well as assist college administration in providing these benefits. Therefore, it is the responsibility of each organization’s outgoing President and Secretary to inform the incoming officers of these guidelines, as well as all other relevant financial data and processes.
UF College of Pharmacy
Acknowledgement of Matching Fund Request

Today’s Date:

Name of Student Organization:

Chapter Initiating Request:

Amount of Matching Fund Request:

Maximum Amount of Your Organization’s Matching Fund Allotment:

Have any previous matching fund requests been submitted by your organization for this academic year, and if so, for how much?

Acknowledgement signatures of all Chapter Presidents (required):

President, Gainesville Campus Chapter
--or-- check box if there is no Gainesville chapter

Date

President, Jacksonville Campus Chapter
--or-- check box if there is no Jacksonville chapter

Date

President, Orlando Campus Chapter
--or-- check box if there is no Orlando chapter

Date

President, St. Petersburg Campus Chapter
--or-- check box if there is no St. Petersburg chapter

Date