

MSU LAW Registered Student Organizations Requesting Funding Guide from the Center for Academics, Resources and Engagement

Requests should be submitted two weeks in advance. We do not fund all requests up to a certain dollar amount just by default. Each organization is entitled to at least \$400 per academic year, during the Fall and Spring semesters. However, that does not mean that if you bring us a request for \$400 worth of items that it will automatically be funded. Other sources of funding can be found [here](#).

- 1) Within the form select all the sources of funding you will be using, including CARE, if you wish to request funding from us.

— REQUESTING FUNDING FROM —

- [Center for Academics, Resources, and Engagement \(CARE\) Funding \(PDF\)](#)
- [Council of Graduate Students \(COGS\) Event Funding Request Form](#)
- [Kelley Institute of Ethics](#)

- 2) As instructed above, send an itemized budget to care@law.msu.edu once the Meeting and Event Planning form has been approved. Usually, you will know the event (not the funding) has been approved when a room is assigned to you for your meeting/event.
- 3) If your funding is approved by CARE, you should call the venue, place the order, and ask them to send the itemized invoice or payment link to care@law.msu.edu for payment. You can also place the order over the phone, get a contact person and number and forward that information to us so that we can call and make payment. **We will not pay for food at venues that refuse to accept advance order placements. All orders should be tax exempt. When you place the order, request for tax to be removed from the bill.**

CARE will let you know once the order has been paid, the **final receipt** must be sent to care@law.msu.edu or rakieta1@law.msu.edu.