

**Nova Scotia Institute of Agrologists
Funding Approval Policy for the Agrology Club at
Dalhousie University's Faculty of Agriculture.**

This policy is meant to provide guidelines for approving funding requests from the Agrology Club at Dalhousie University's Faculty of Agriculture.

Adhering to these guidelines will maintain a good standing with NSIA and allow for consideration of future annual funding requests.

1. A formal letter requesting funding is to be delivered to either the NSIA Programs Committee or the NSIA office. This letter should include a budget outlining the intended use of the funds being requested and the dates of the events.
 - 1.1. If specific dates have not been set for certain events estimated times will be accepted, I.E. fall semester, the month of November, etc.
2. Funding will be approved in two portions depending on the dates of the intended events (i.e. by semester) with the second portion approved after the required reporting is received from the first portion.
3. During the first semester of the school year, NSIA Council must be invited to give a presentation to the Agrology Club on what NSIA is.
4. NSIA council requests a letter recapping of the events the funds were used for. This recap should include:
 - 4.1. a description of the activity
 - 4.2. how many attended
 - 4.3. a few pictures

This will allow the NSIA Council to ensure funds are used for Agrology activities and to benefit the Agrology Club. This report must be received in order to release funds for either the second portion or for the next school year.