

## KNIGHTS OF THE ROUNDTABLE



## BUDGET GUIDELINES

- Knights of the Roundtable will promote and fund events of Lynn University recognized clubs and/or organizations, which are open to the entire Lynn University community, upon request.
  - Each event being co-sponsored by Knights of the Roundtable will be required to include the Knights of the Roundtable name or logo on all event marketing materials
- Knights of the Roundtable will co-sponsor fundraisers that benefit multiple entities and/or the Lynn University community at large, upon request.
  - Fundraisers for internal needs of an organization will not be funded
  - Fundraisers will not be funded if they only benefiting members directly involved with the requesting organization
- Knights of the Roundtable will co-sponsor recruitment events, upon request.
  - Recruitment events must be open to the entire Lynn University student body
  - Recruitment events must promote new membership in clubs and organizations
  - Off campus recruitment events may be funded, upon proper approval
- All fund requests must be submitted to the Financial Knight in the Knights of the Roundtable office at least 21 days prior to the purchase, expenditure and/or event date
- Fund requests in excess of \$2,500 will
  - First, need to fulfill all requirements of Knights of the Roundtable
  - Second, be approved by the Vice President of Student Life, and the Director of Student Involvement
- If an event is sponsored by Knights of the Roundtable and any revenue is generated, the responsible club or organization must return at least 50% of the revenue to:
  - an outside organization approved by Knights of the Roundtable
  - Knights of the Roundtable
- Knights of the Roundtable will not approve requests to fund:
  - Apparel or any other organization paraphernalia
  - Conference and travel expenses