

Blum Union Program Funding

A one-time funding of up to \$300 is available for Academic Units, Student Affairs Units, and Student Organizations for the purpose of Blum Union programs that contribute to key areas of the Student Affairs Mission.

- guiding & mentoring students
- developing the values of civility, respect &/or character
- fostering self-awareness, global citizenship &/or social responsibility
- enhancing academic success
- promoting the growth of leaders

To request funding, follow the simple steps outlined below.

1

Program Proposal

Download the Union Program Proposal Form from:

<https://www.missouriwestern.edu/studentaffairs/blum-student-union/>

Submit form to Shana Meyer, Vice President for Student Affairs
Blum Union Suite 228 or email at slmeyer@missouriwestern.edu

You will be notified via email about your application status. If approved, congratulations, you may continue with the steps below.

2

Room Reservations

- Room availability and reservations can be made at [25Live](#). For assistance in reserving a room please call Patty Kuechler, Conferences and Special Programs, at 816-271-4115
- Fill out and fax in the [Facility Reservation Form](#) to x5922.
This form is needed to detail the room set –up and it is circulated to all parties that need the event information such as IMC and Physical Plant staff.

3

Food Purchase/Funds

Food must be ordered from Aramark – [Western Catering](#). You will use your last name and Missouri Western email to login and order. Once you have determined what you want, call Minerva Torres at 816-271-4433 to obtain the budget index to pay for your order. Please copy Minerva on the invoice. For ordering assistance please call Catering Services at 816-271-4435.

All other expenses will be reimbursed via a funds transfer to your department. You will need to provide copies of receipts.