

## Students First Fund Nomination Form

University of Connecticut ♦ Division of Student Affairs

The purpose of the Students First Fund is to enable University community members to demonstrate to our students that they are an important and valuable part of our community. Through this fund, members of the University community will be able to request help for students after **unforeseen** misfortunes have occurred (e.g., fire, accident, illness). Funds may be used to pay expenses; to provide a student with assistance during a time of need (e.g. books; clothing; small gifts of convenience, such as gift certificates to grocery stores) and/or other reasonable and typical expenses as would be appropriate in times of loss. The Students First Fund is an initiative established through the Division of Students Affairs.

**Eligibility Requirements:** Priority will be given to undergraduate or graduate degree seeking students.

**Process to Request Support:**

University of Connecticut staff, faculty and/or students may create a request for support by submitting a completed Nomination Form with a brief statement (maximum of 500 words) outlining the individual student's needs. Supporting documentation (e.g., receipts showing date of purchase, breakdown of expenses, etc.) must be included with the request.

**Review Process:**

Once the request is received, the student's enrollment will be verified and financial aid status will be reviewed. Financial aid status will have no bearing on the granting of an award but must be reviewed in advance to ensure that the receipt of this gift would not adversely impact the student's aid package.

Requests will be reviewed on an ongoing basis as they are submitted. Once the committee makes a decision, the student will be notified of the status of the request. Completed requests should be forwarded to Students First Fund, Unit 4121 or through email to [studentsfirstfund@uconn.edu](mailto:studentsfirstfund@uconn.edu).

**Nominator's Information (Nominations from anonymous sources cannot be accepted.)**

**Name/Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Student's Information:**

**Name:** \_\_\_\_\_ **PeopleSoft #:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

On a separate page provide a brief statement outlining the circumstances which have created and/or contributed to the need for support. Include the date of the incident and attach appropriate supporting documentation.

Included below are suggested ways in which the Students First Fund may provide support. Please indicate below what you believe the student is most in need of to help the committee make an appropriate decision. The committee will use these as suggestions and this item may or may not be provided.

\_\_\_\_\_ Replacement of personal items (e.g., furnishings, clothing)      \_\_\_\_\_ Gift certificate to a grocery store  
 \_\_\_\_\_ Computer Equipment loan (e.g., laptop)      \_\_\_\_\_ Other \_\_\_\_\_

**Office Use Only**

Date received: \_\_\_\_\_ Enrollment verification: \_\_\_\_\_

Financial Aid Verification: \_\_\_\_\_ Committee Decision: \_\_\_\_\_

Notification:      Student \_\_\_\_\_      Nominator: \_\_\_\_\_      Foundation: \_\_\_\_\_