

STUDENT ORGANIZATION FUNDING REQUEST FORM

(Request Deadline: Within first 4 weeks of each quarter)

PURPOSE: To provide available funding for events and programs planned/sponsored by registered student organizations

Date: _____

Name of Organization(s): _____

Person Completing Form: _____

Email address: _____ Phone Number: _____

Amount of Funds Requested: _____ (Maximum \$75; minimum pool of \$250 per quarter available – unused funds will roll to next quarter until all monies used)

DESCRIBE PROPOSED EVENT

Name of event/activity: _____

Date and Time of activity: _____

Purpose: _____

Location: _____

Other sponsors/partners: _____

Estimated attendance: _____

Nature of Event:

Community-wide program/event

Campus-wide program/event

Organization social event

Organization development event (i.e. officers' retreat, membership drive, etc.)

Conference registration fee

If this is a program or event, how will you attract an audience, and what type of audience are you trying to attract? _____

ITEMIZED COST BREAKDOWN:

Signature of Advisor

Date

Signature of President

Date

This request will be reviewed by the Office of Campus Life as soon as possible. Organizations will be notified within one week with a response.

FOR OFFICE USE ONLY

Date Request Rec'd: _____

Approved By: _____

Coordinator of Campus Life

Date Approved: _____

Date Denied: _____

Reason for Denial: _____