

## STUDENT REQUEST FOR FUNDS

Name of Student/Student Organization: \_\_\_\_\_

Student Organization President: \_\_\_\_\_ Contact #: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Faculty Advisor's Name and Dept: \_\_\_\_\_

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Dept: \_\_\_\_\_ Amt Requested: \_\_\_\_\_ Amt Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Item Funded: \_\_\_\_\_ Dept Signature: \_\_\_\_\_

Dept: \_\_\_\_\_ Amt Requested: \_\_\_\_\_ Amt Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Item Funded: \_\_\_\_\_ Dept Signature: \_\_\_\_\_

Dept: \_\_\_\_\_ Amt Requested: \_\_\_\_\_ Amt Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Item Funded: \_\_\_\_\_ Dept Signature: \_\_\_\_\_

Amt Requested from Dean: \_\_\_\_\_ Amt Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Item Funded: \_\_\_\_\_ Dean Signature: \_\_\_\_\_

- Please attach the following:
- (1) Purpose of travel, including benefit to college/university
  - (2) Letter of request with documentation of event  
(website/registration form, etc.)
  - (3) Complete budget including sources of funding  
(donations, SOFC, fundraising events)
  - (4) Approved documentation from student activities
  - (5) List of attendees with K#'s and majors
  - (6) List of community service activities, including  
college/university related activities

**\*Requests must be approved at least 1 month from the start date of organization trip. Organizations are also responsible for completing the student group travel forms at least 2 weeks before the start date of the trip. Failure to submit student group travel forms in a timely manner will result in loss of funding for the requested trip.**