# Funding Request Form

**Club:** ____________________________________________  
**President:** ________________________________________  
**Email:** ___________________________________________  
**Contact Phone #:** __________________________________

**Advisor:** __________________________________________  
**Email:** ___________________________________________  
**Contact Phone #:** __________________________________

## Conference Request

**Name of Conference:** ________________________________________________________________

**Date of Conference:** ________________________________________________________________

**Location:** ____________________________________________________________________________

**Purpose of attending:** ________________________________________________________________

### Potential Date  |  Cost Category  |  Description  |  Cost
--- | --- | --- | ---
|  | Conference Registration *(Max $700)*  |  # of People attending _______ X Cost of Conference _______ =  | $  
|  | Transportation *(Up to half of the cost could be funded $1,000 Total Max)*  |  Car: ($0.55 per mile) __________  
Train: __________  
Airfare: __________ | $  
|  | Hotel *(Max $1,000)*  |  How many rooms will you need (4 same gender per room):  
Expected cost per night:  
How many nights:  | $  
|  | Food *(Max amount of $25 per day per person)*  |  # of People attending _______ X Cost of Food _______ =  
*Max amount of $25 per day per person* | $

**Total Conference Request:** Conference Registration + Transportation + Hotel + Food =  
*Max $3000*

$  

### Signatures:

__________________________  
**Club President**  
Advisor who will attend conference

__________________________  
**Club Advisor**  
*Items that must be included: Pamphlet or Brochure of Conference, List of people who will be attending conference*

**For office use only:**

__________ Date Budget Received  
__________ VP of Finance Approved Amount  
__________ Finance Board Advisor Approval  
__________ Date Email of Approval Amount
## Event Funding Request

<table>
<thead>
<tr>
<th>Potential Date</th>
<th>Cost Category</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>Items Needed: DJ/Band ($500 Max)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Event</td>
<td>Speaker ($1,200 Max)</td>
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<tr>
<td>Event</td>
<td>Decorations ($50 Max)</td>
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**Total Event Funding Request:**  $

## Total (from Page 1 & 2):

<table>
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