

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
	<u>Conference Registration</u> *(\$700 Max)	# of People attending _____ X Cost of Conference _____ =	\$
	<u>Transportation</u> *(Up to half of the cost could be funded \$1,000 Total Max)	Car: (\$.55 per mile) _____ Train: _____ Airfare: _____	\$
	<u>Hotel</u> *(\$1,000 Max)	How many rooms will you need (4 same gender per room): _____ Expected cost per night: _____ How many nights: _____	\$
	<u>Food</u> *(Max amount of \$25 per day per person)	# of People attending _____ X Cost of Food _____ = *Max amount of \$25 per day per person	\$
<u>Total Conference Request:</u> Conference Registration + Transportation+ Hotel + Food = *Max \$3000			\$

Signatures:

Club President

Club Advisor

Advisor who will attend conference

***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

_____ Finance Board Advisor Approval

_____ VP of Finance Approved Amount

_____ Date Email of Approval Amount

Event Funding Request

Potential Date	Cost Category	Description	Cost
	<u>Event</u>	Items Needed: DJ/Band (\$500 Max) _____ Speaker (\$1,200 Max) _____ Decorations (\$50 Max) _____ Other _____	\$
	<u>Description of Event</u>		
	<u>Event</u>	Items Needed: DJ/Band (\$500 Max) _____ Speaker (\$1,200 Max) _____ Decorations (\$50 Max) _____ Other _____	\$
	<u>Description of Event</u>		
<u>Total Event Funding Request:</u>			\$

Total (from Page 1 & 2):

Total Conference	\$
Total Event	\$
Total	\$