Office of Student Life
Downtown Campus Room 162
Phone: 804.523.5082
Parham Road Campus
Room 206 Georgiadis
Phone: 804.523.5983
Fax: 804.523.5112

Student Club Request for Funds

Complete this form and submit with Student Club Event Proposal and any other necessary documentation to the Office of Student Life no later than 20 business days prior to proposed event date.

Club Name: _____

Is this a funding request for an event or meeting (circle one)? Event Meeting

Name of event where funds will be used: _____

We are requesting funds in the form of a (circle one): Reimbursement Advance

(NOTE: If you are requesting a reimbursement, you wish to pay for the items up front and be reimbursed for these items following the event date. If you are requesting an advance, you wish to receive sufficient funds to pay for the items prior to the event date.)

Approximately, how many people do you expect to attend? _____

Quantity	Price Per Unit	Total	Description
Total Amount Requested:	**$**		

Club Member completing this form (student): _____
Phone: _____ E-mail Address: _____

_____ _____ _____ _____
Signature of Advisor Date Signature of Club Member Date

The following is to be completed by the Office of Student Life:

Submitted to Student Life on: _____ Approved or Denied or Changed? _____
If changed, how much funding is approved? _____

Signature of Student Life Staff Member: _____