



## Clubs and Organizations Event Proposal and Funds Requisition

Club/Organization Name \_\_\_\_\_

Describe the proposed event, activity, program, or start up \_\_\_\_\_

**Logistics**

Activity:	Proposed date:	Time:
Title:	Room # or exact location:	Campus:
Theme:	Set-up time:	Breakdown time:

**Indicate which of the following you will need. Please attach/use the necessary forms where applicable.**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Facilities and Operations | <input type="checkbox"/> Food                | <input type="checkbox"/> Flier Approval Form       |
| <input type="checkbox"/> Equipment Reservation     | <input type="checkbox"/> New Vendor App./W-9 | <input type="checkbox"/> Speaker(s)/Presenter(s)   |
| <input type="checkbox"/> Music                     | <input type="checkbox"/> Media               | <input type="checkbox"/> SL materials (list below) |

(Example: paper, paint, markers, # fliers printed, Popcorn Machine etc.) \_\_\_\_\_

If repeated, how many students participated last year? \_\_\_\_\_ Expected Number of student participants this year: \_\_\_\_\_

**Funds and/or Supplies Requisition**

Student Life will be purchasing the items, please include detail.

<b>Total Amount Requested</b> \$	Funds requests cannot exceed <b>\$25.00</b> per semester. Please submit requests over <b>\$25.00</b> to the Campus Activity Board.	
Item/Service Description	Requested Amount	Requested Vendor

**Approval**

**Club/Organization President**

- Approved    Denied  
 Resubmit w/ corrections

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Club/Organization Advisor**

- Approved    Denied  
 Resubmit w/ corrections

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Life Coordinator**

- Approved    Denied  
 Resubmit w/ corrections

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office of Student Life Use Only**

Received by Student Life Coordinator/Campus:	Date:
Supplies given to:	Date: