**Cuyahoga Community College**

**Student Organization Request for Funds**

Name of Club/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_

**General Information:**

1. All chartered clubs/organizations MUST have an account in the Enrollment Center.
2. No club/organization or individual shall be allocated funds to be used at the discretion of that club/organization or individual. All financial requests shall be for a single activity only, with each request being handled separately.
3. All requests for funds shall be accompanied by proper documentation.
4. A complete financial report shall be submitted after the completion of that activity. Clubs/Organizations shall be required to repay funding allocated for an event if earned income is generated by the event.
5. Any unspent allocations will be returned to Student Government.

**Activity Information**

What type of activity are you requesting funds for, and what is the purpose of the activity?

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What is the date of the activity? \_\_\_\_\_\_\_\_\_\_\_\_\_ What is the cost of admission? \_\_\_\_\_\_\_\_\_\_\_\_\_

How many people (approximately) will be attending this activity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will benefit from this activity, and how will they benefit?

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**Please complete the funding breakdown request on the next page.**

List each item you’re requesting funding for individually. Consider security expenses, maintenance, printing, refreshments, honorariums, travel, supplies (books, permits, trophies, etc.) and anything else associated with your event or activity.

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| **Item** | **Description** | **Cost** | **Amount** | **Extension** |
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| ***Total Funding Request*** |  |

What additional source of funding are you using to support this event or project?

Please provide the amount of additional funding for this event or project: