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?

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?

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.

Item	Description	Cost	Amount	Extension
		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: