

Office of the Dean for Graduate Education

Request for funds

Complete this form and submit to Dean Blanche Staton or Dean Christine Ortiz, Room 3-138, at least one month prior to the event. Feel free to attach additional documentation.

Date of submission: ___/___/___

Contact information

Name of student group: _____

Contact person: _____

Address: _____

Phone number: _____

E-mail: _____

Event summary

In addition to the following, please attach an event proposal describing your event.

Event title: _____

Event date: ___/___/___

Event location: _____

Attendees (general description): _____

Duplication: please describe any similar events on campus and how the proposed event will avoid duplication _____

Budget information

Please attach a budget to this form.

Dollar amount requested: _____

Please indicate if this is a first time request or if you have submitted prior year requests for this event: _____

Justification for increase in budget (If requested funding is greater than previous year, provide justification for its use): _____

Provide list of cost-sharing sources and amount requested/allocated from each source _____

Student group account number: _____

Note: A post-event report may be required depending on funding level allocated. This report will be employed in future funding requests.

For office use only:

Amount awarded: _____

DGE account: _____

Post Event Report Required: Yes / No