

# 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\*: \_\_\_\_\_

\*Please provide the **main account number only**. Funds cannot be transferred to funding accounts. If you are unsure about the account, please speak to members in your student group.

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