



Sponsoring Club/Organization/Group: \_\_\_\_\_

Club President/Student Rep Name: \_\_\_\_\_ Club President/Student Rep Signature: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Sponsor Signature: \_\_\_\_\_

Activity: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**A. Activity Request (Attach itemized budget and additional documentation as needed. Do NOT commit to purchases until appropriate administration level of approval has been obtained and required documents completed.)**

Description of Activity:	Total Cost:

**B. Fundraising (Attach additional documentation as needed. Requires Cabinet level approval.)**

Purpose: \_\_\_\_\_

Procedure: \_\_\_\_\_

**C. Funding Request (Attach itemized budget and additional documentation as needed. Do NOT commit to purchases until appropriate administration level of approval has been obtained and required documents completed.)**

Description of Items:	Total Cost:

\*Clubs\organizations are responsible for submitting all work orders and/or set-up for their activity. Work orders are required for chairs, tables, podium, easels, portable whiteboard, PA system, projector/ screen, security/police, and janitorial services.

\_\_\_\_\_  
Submitted to Student Government Association Date \_\_\_\_\_

\_\_\_\_\_  
Student Government Association President Date \_\_\_\_\_

\_\_\_\_\_  
Student Life Coordinator Date \_\_\_\_\_

\_\_\_\_\_  
Campus Associate Provost Date \_\_\_\_\_

\_\_\_\_\_  
Campus Provost Date \_\_\_\_\_

\_\_\_\_\_  
Vice President, Operations Date \_\_\_\_\_

\_\_\_\_\_  
Vice President, Academic Affairs/CLO Date \_\_\_\_\_