

Sponsoring Club/Group: \_\_\_\_\_  
 Student Representative Name: \_\_\_\_\_ Student Representative Signature: \_\_\_\_\_  
 Sponsor Name: \_\_\_\_\_ Sponsor Signature: \_\_\_\_\_  
 Campus Activity Chair/Co-Chair: \_\_\_\_\_ Sponsor Supervisor Signature: \_\_\_\_\_

**Check and complete ONE of the following descriptions for your request: Activity, Travel, Purchases**

<input type="checkbox"/>	<b>Activity Request</b> <i>(Attach itemized budget and additional documentation as directed)</i>
Activity: _____	Date(s): _____
Time(s): _____	Location(s): _____
Description of Activity and Purpose:	
Total Cost: _____ Funding provided by Club/Group: _____ Funding requested of SGA: _____	

<input type="checkbox"/>	<b>Travel Request</b> <i>(Attach Travel Addendum and additional documentation as directed)</i>
Travel/Conference: _____	Location: _____
Departure Date/Time: _____	Return Date/Time: _____
Description of Travel and Purpose:	
Total Cost: _____ Funding provided by Club/Group: _____ Funding requested of SGA: _____	

<input type="checkbox"/>	<b>Purchase Request</b> <i>(Attach itemized budget and additional documentation as directed)</i>
Description of Items and Purpose:	
Total Cost: _____ Funding provided by Club/Group: _____ Funding requested of SGA: _____	

**Note: If clubs/groups are requesting funds from SGA when they already have funds in an agency account, a budget breakdown must be attached explaining the intended allocation of those funds.**

Student Government Council President	Date
_____	_____
Student Life Coordinator	Date
_____	_____
Associate Dean, Student Life	Date
_____	_____
Dean of Students	Date
_____	_____
Vice President, Academic and Student Affairs /Chief Learning Officer	Date
_____	_____