

## Student Activities Request

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

Student Representative Name: \_\_\_\_\_ Student Representative Signature: \_\_\_\_\_

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

**Choose ONE of the following descriptions for your request: Activity, Travel, Purchase**

<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:	
<b>Total Cost:</b> _____ <b>Funding provided by Club/Group:</b> _____ <b>Funding requested of SGA:</b> _____	

<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:	
<b>Total Cost:</b> _____ <b>Funding provided by Club/Group:</b> _____ <b>Funding requested of SGA:</b> _____	

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

**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 Association President \_\_\_\_\_  
Date

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

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

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

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

\_\_\_\_\_  
Vice President, Academic Affairs/Chief Learning Officer \_\_\_\_\_  
Date