

Request For Funding From the Activity Fee Fund

(Through the Engineering and Technology Student Council)

A Summary of Anticipated Expenses Per Activity

Please Type or Print Clearly

Date _____

Organization: _____

Chairperson/ President of the organization: _____

E-mail: _____

Address: _____

Phone (s): _____ / _____ Alternate's Phone (s): _____ / _____

Address: _____

Has appropriate paperwork been filed for your organization with the School of Engineering and Technology? **Y** or **N** (circle one)

Faculty Advisor of Organization: _____ Signature of Advisor: _____

Campus Address: _____ Campus Phone: _____

PROPOSED ACTIVITY (TITLE): _____

If more than one proposal is submitted, what is the priority rank of this one: _____. Date of Activity: _____

Number of students being served by this activity: _____. Who is the primary target audience? _____

EXPENSES:

In the space below itemize your estimated income and expenses for this activity. Include items that you anticipate will be paid from other sources. Use an additional page if more space is needed.

<u>ITEM</u>	<u>SOURCE OF INFORMATION</u>	<u>COST</u>
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\$

Total cost of activity: \$ _____

Anticipated income from source other than activity fee: \$ _____

Amount needed from activity fee for this activity: \$ _____

Source of funds other than activity fee: _____

REIMBURSEMENTS OR TRANSFER FROM THE ACTIVITY FEE FUND TO OTHER ACCOUNTS ARE NOT PERMITTED

PLEASE DESCRIBE YOUR ACTIVITY ON THE BACK OF THIS FORM

Date received by student council: _____ Date proposer notified: _____

Amount of allotment, if any: \$ _____ Student council representative: _____

Signature

Copy sent to SAO: _____

PLEASE SUBMIT TO Terri Talbert-Hatch IN ET 215

DESCRIPTION OF PROPOSED ACTIVITY

1. Activity Name: _____
2. What is the perceived need for the activity and how will this activity meet that need?
3. Describe the activity in narrative form and include a step-by-step process of completing the activity.

Submission Process:

Submit this proposal to the Engineering and Technology Student Council two weeks prior to regularly scheduled meetings for consideration. If the proposal is approved by the ETSC, you must schedule a meeting with Sherri Alexander to learn how to access the money allocated to you. At that meeting you will decide on a specific plan for paying for your activity. It is important not to make a commitment on behalf of this fund until you learn the limitations of the activity. The student activity fee will not be authorized for events that have already taken place before a formal request is approved. When you receive a copy of the Activity Payment Plan you may begin using the money according to the plan decided with Sherri Alexander. At the conclusion of the activity, you must complete an Activity Evaluation Sign Off Form and submit it to Sherri Alexander within one month of the activity's end. Individuals will not be reimbursed for unauthorized purchases or payments.