

Office of Student Life Student Activities Budget Reserve Fund Request Form

Name of Group:	Advisor:
Date of Request:	Amount of Request: \$

Request is for (please check one):

- additional fund allocation for existing group
- new group requesting initial budget allocation
(please attach budget request form)

If additional fund allocation for existing group, please complete the following:

Description of event or activity funds will be used for:

Date of event: _____ Time of event: _____ Location of Event: _____

Has fundraising been done? Yes No If yes, how much? \$ _____

Reason for requesting additional funds beyond initial budget allocation:

For Office Use Only

Date received in OSL: _____

Date sent to Vice President for Student Affairs: _____

Date sent to Senior Vice President: _____

Date sent to SL committee: _____

Action taken by committee: recommended
 denied
 request for further information (please describe)

Date sent to the President for Approval: _____

Date sent to Grants and Accounting Specialist: _____