

REQUEST FOR USE OF STUDENT ACTIVITY FUNDS

Club Name: _____ Date of Request: _____

Advisor(s): _____

*Each club that has been officially recognized by the Student Activities Office since spring semester of the previous school year has been allocated \$100.00 for the current school year. All clubs that are new to campus for the fall semester will be allocated \$50.00 at the end of fall semester if funds are available. This money is only for student organizations. In order for a club to be eligible to receive these funds, it must turn in a Club Registration sheet to the Student Activities Office and it must send a student representative to at least one SGA meeting per month for a minimum of two months. No funds will be distributed until after the first SGA meeting in October. In order for a club to receive these funds, it must also have an established account with the Business Office. If a club does not have an account with the Business Office, it should contact Anita Crunk. Please call the Student Activities Coordinator at ext. 6142 if you have any questions. The deadline for requesting use of this money is the last Monday in January of each school year.

Amount of Money Requested: _____

How the money will be spent: _____

Advisor's Signature: _____

Club President's Signature: _____

Student Services Office Use Only	
Date Request Received: _____	
Business Office: Please Transfer \$ _____ to the _____ .	
_____	_____
Student Activity Coordinator's Signature	Date
_____	_____
Dean of Student Services' Signature	Date

Business Office Use Only	
\$ _____ was transferred to the _____ club on _____ 20____ .	

Signature of Business Office Representative	