

Student Program Funding Request Procedure

Several times each year, student groups request support from the Division of Student Affairs in the form of funding of student activities and programs. Sometimes the student groups have limited financial resources, but are planning a large and costly event. Other times, the sponsoring group receives no funding from the University and needs to obtain funding from a variety of sources to fully support an event.

In order to most efficiently and fairly determine the appropriateness of DOSA funding for a student program, a DOSA Student Program Funding Committee will review and consider all such requests. The following information will always be needed as a portion of the funding request:

1. The name of the group or student sponsoring the program or event
2. A description of the program or event: Date, Time, Location, Purpose, etc.
3. The amount of monies requested
4. Additional sources of funding targeted by student or group
5. A detailed breakdown of all costs for the program or event and a list of other departments or funding sources being solicited
6. The PeopleSoft Financial repository to which the agreed upon contribution should be transferred

All requests for financial support should be submitted to the Office of Student Affairs, 2nd floor Campus Center at least 2 weeks in advance of the planned program.

1. Individual or Group Name _____

2. Program Description _____

3. Amount of monies requested _____

4. Additional targeted sources of funding _____

5. Program/Event Cost Detail _____

6. PeopleSoft information for transfer _____