Event and Budget Request Form
Student Government Activity Fee

A separate Student Government Activity Request Form must be completed for each project for which funds are desired from the Student Government Activity Fee.

SPONSORING GROUP INFORMATION

Sponsoring Group Name: ________________________________

Advisor: ___________________________ Phone: ___________________________

Officer: ___________________________ Phone: ___________________________

Contact Email Address (other than CSCC email): ___________________________

PROJECT INFORMATION

Project Name: ________________________________

Type of Project: □ Educational □ Fundraiser □ Intramurals
□ Lecturer, Speaker, Entertainment □ Travel
□ Social □ Other: ___________________________

Intended Audience: □ Students □ Employees □ Community

Date of Project: ____________                                Time: ____________

Location: ________________________________

FUNDING INFORMATION

Total amount of funding required for this event: $________

Will this event be solely funded by the Student Government Activity Fee? □ Yes □ No

Amount requested from Student Government Activity Fee: $________

Amount contributed by sponsoring group: $________

How many students do you expect to attend? ____________

Do you plan to charge admission? □ Yes □ No  If yes, please list amount: $________
Will food or refreshments be provided for: FREE?  □ Yes  □ No
FOR SALE?  □ Yes  □ No  If so, please list items and prices in the description of event section below.

Has your organization sponsored a similar activity in the last year? □ Yes □ No
If so, please list:
Event Name: _____________________________ Date: _____________________________
Attendance: _____________________________ Cost: $___________________________

How will this project address the needs of our college, enhance student life, encourage student life and/or build community? Please describe your project/goal in as much detail as possible.

________________________________________
________________________________________
________________________________________

(Use back of paper if needed)

Please list below the amount of money you are requesting for each category.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>FUNDS REQUESTED</th>
<th>DESCRIPTION (Attach separate sheet of paper if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies/Decorations</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Food/Drinks</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Promotions</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Rental Fees</td>
<td>$</td>
<td></td>
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<tr>
<td>Lecturers/Speakers/Entertainment</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Travel (Including Registration Fee)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Advisor/Sponsor Name: _____________________________ Signature: _____________________________ Date: ____________

Club Officer Name: _____________________________ Signature: _____________________________ Date: ____________

Committee Review date: ________________ Approved □ Denied □
Comments/Recommendations: ________________________________________________________________

________________________________________
Committee Chair: _____________________________ Date: ________________

Vice President of Student Services: _____________________________ Date: ________________