



SOUTHERN UNIVERSITY[®] AND AGRICULTURAL & MECHANICAL COLLEGE

Office of Student Organizations and Campus Involvement

Student Organization Funds Request Form

Please return this form and required information to the Office of Student Organizations and Campus Involvement (Room 205, Smith Brown Memorial Student Union) at least **15 business days prior** to the projected date your expenses will need to be incurred. Requests will not be reviewed outside of normal University business hours. If University program or community service participation cannot be verified, exceptions may be considered on a case by case basis.

Along with this form, please submit:

- Purpose and description of projected event, travel, and/or supplies requested
- An itemized list of projected event or supply expenses.
- List of community service events completed
- List of other funding sources and the amount(s)

Before submitting this form, you must read the Student Organization Funding Policies and procedures located in the Student Organization handbook in their entirety. Please allow 7-10 business days for action on your fund request.

ORGANIZATION INFORMATION

Name of Organization/Department: _____

Organization Contact Person: _____ Contact Phone: _____

Contact Email Address: _____

Amount Requested: _____ Type of Activity: _____

Dates of Activity: _____ Location of Activity: _____

Are you employed by Southern University in any way (including stipend recipients)? ____ Yes ____ No

We have read and fully understand all Office of Student Organizations and Campus Involvement policies related to funding. We understand that violation or non-compliance with these policies will jeopardize future opportunities to receive funding from this Office.

Chapter President _____ Signature _____ Date _____

Chapter Advisor _____ Signature _____ Date _____

OFFICE USE ONLY

Date Submitted: _____ Date Reviewed: _____ Receipts Due: _____

Decision: ____ Approved ____ Denied ____ Hold Amount Approved: \$ _____

Additional Information: _____

Coordinator of Student Organizations _____ Signature _____ Date _____

Dean of Students _____ Signature _____ Date _____