STUDENT ACTIVITY FUNDING REQUEST FORM

NAME _________________________________________ POSITION _________________________________________

E-MAIL _____________________________________ CELL PH: __________________________________________

STUDENT GROUP (spell out) ________________________________________________________________

DATE OF ACTIVITY___________ TIME OF ACTIVITY___________ LOCATION___________________

EXP. ATTENDANCE _____ TIME FOR DELIVERY OF FOOD (if applicable)_______________________

EVENT DESCRIPTION: ___________________________________________________________________

PROGRAM OR SOCIAL (circle one)

PROPOSED TOTAL EXPENSES: ____________________________

A. FOOD:

□ Brkfst $ Amt ____________
□ Lunch $ Amt ____________
□ Dinner $ Amt ____________
□ Reception $ Amt ____________
□ Snack $ Amt ____________
□ Happy Hour $ Amt ____________

FUNDING SOURCE(s) (i.e. GPSAFC, CLSA, Deans’ Acct., etc.)

B. OUTSIDE SPEAKER(s): (Attach a detailed description, i.e. topic, how many guest speakers, schedule, budget—expenses along with funding sources, etc.)

Pls note: Under—“Specific Expenditures Ineligible for GPSAFC Funding”: “Honorariums, travel expenses, and accommodation for alumni whose last degree from Cornell University was received within the last 5 years. Exceptions may be granted with the inclusion of a letter of support from the organization’s advisor” (taken from http://assembly.cornell.edu/GPSAFC/Guidelines?from=GPSAFC.FundingGuidelines#toc2).

C. STUDENT ORGANIZATION OFFICERS:

President _________________________________ Net ID __________________
Treasurer _________________________________ Net ID __________________
Advisor _________________________________ Net ID __________________

Signature _________________________________ Date __________________________