

# Request For Funding From the Activity Fee Fund

(Through the Engineering and Technology Student Council)

## A Summary of Anticipated Expenses Per Activity

Please Type or Print Clearly

Date \_\_\_\_\_

Organization: \_\_\_\_\_

Chairperson/ President of the organization: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (s): \_\_\_\_\_ / \_\_\_\_\_ Alternate's Phone (s): \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

Is your organization registered with the IUPUI Office of Student Involvement? **Y** or **N** (circle one)

Faculty Advisor of Organization: \_\_\_\_\_ Signature of Advisor(required): \_\_\_\_\_

Campus Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

PROPOSED ACTIVITY (TITLE): \_\_\_\_\_

If more than one proposal is submitted, what is the priority rank of this one: \_\_\_\_\_. Date of Activity: \_\_\_\_\_

Number of students being served by this activity: \_\_\_\_\_. Who is the primary target audience? \_\_\_\_\_

### EXPENSES:

In the space below itemize your estimated income and expenses for this activity. Include items that you anticipate will be paid from other sources. Use an additional page if more space is needed.

<u>ITEM</u>	<u>SOURCE OF INFORMATION</u>	<u>COST</u>
-------------	------------------------------	-------------

\$

Total cost of activity: \$ \_\_\_\_\_

Anticipated income from source other than activity fee: \$ \_\_\_\_\_

Amount needed from activity fee for this activity: \$ \_\_\_\_\_

Source of funds other than activity fee: \_\_\_\_\_

REIMBURSEMENTS OR TRANSFER FROM THE ACTIVITY FEE FUND TO OTHER ACCOUNTS ARE NOT PERMITTED

**PLEASE DESCRIBE YOUR ACTIVITY ON THE BACK OF THIS FORM**

Date received by student council: \_\_\_\_\_ Date proposer notified: \_\_\_\_\_

Amount of allotment, if any: \$ \_\_\_\_\_ Student council representative: \_\_\_\_\_

Signature

Copy sent to SAO: \_\_\_\_\_

PLEASE SUBMIT TO Terri Talbert-Hatch in ET 101

DESCRIPTION OF PROPOSED ACTIVITY

- 1. Activity Name: \_\_\_\_\_
- 2. What is the perceived need for the activity and how will this activity meet that need?

3. List the Students that are attending below:

Name	Student ID #	Email	Phone #

Upon returning, the group of students that attend the activity are required to give a PowerPoint presentation at the next ETSC meeting to display what the group did, what was learned, and the benefits from attending the event.

**Submission Process:**

Submit this proposal to the Engineering and Technology Student Council five days prior to regularly scheduled meetings for consideration. **This proposal MUST BE presented at the student council meeting AT LEAST three weeks before the planned event.** If the proposal is approved by the ETSC, you must schedule a meeting with Terri Talbert-Hatch to learn how to access the money allocated to you. At that meeting you will decide on a specific plan for paying for your activity. It is important not to make a commitment on behalf of this fund until you learn the limitations of the activity. The student activity fee will not be authorized for events that have already taken place before a formal request is approved. After the return of the trip, all ITEMIZED receipts must be turned into Terri-Talbert-Hatch to get your reimbursements.