Request for Funds from Co-curricular Account
Division of Student Affairs

The primary purpose of the Co-curricular Fund is to provide money for one-time events or programs that are student-initiated and which occur on campus. Although the Co-curricular Fund is limited, we want to provide support as many groups and individuals as possible. We encourage individuals and groups to seek funding from other sources such as ASUPS, academic departments, clubs, organizations, fund-raising projects and personal contributions.

To request funds from the Co-curricular Fund, please provide the following information and submit to the Dean of Students office at least two weeks before the program or event is scheduled to take place.

1. Name of group or individual requesting funds ____________________________
2. Date of Activity ________________________________________________________
3. Describe below or on an attached page how the proposed activity will enhance the campus community.
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
4. Total amount of money requested $ ____________
5. On the back of this sheet or on a separate sheet of paper provide a detailed budget of proposed expenditures.
6. List other sources of funding for this activity ____________________________
   __________________________________________________________
   __________________________________________________________
7. Give account number into which funds may be transferred ______________________
   (Transfer will only be made into a university or ASUPS account or a reimbursement will be requested after receipts have been received)

Priority will be given to those requests which:
   a) Represent a coalition of groups or individuals
   b) Have other sources of funding
   c) Target the whole campus, not just one sub-group
   d) Will reach a large number of students
   e) Are educational

Name ____________________________ e-mail ____________ Phone _________
Signature ____________________________ Today's Date ______________________
Signature of Approval ____________________________ Date _________________
### List of Funding Received

<table>
<thead>
<tr>
<th>Department/Club/Association</th>
<th>Contact Person</th>
<th>Amount Received</th>
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