

For ETSC use. Do Not Write In Box

Date received _____

Decision _____

Amount _____

Date Notified _____

Signature _____



ENGINEERING & TECHNOLOGY STUDENT COUNCIL

Request For Funding For On Campus Activity

A Summary of Anticipated Expenses Per Activity Please Type or Print Clearly

Date _____

PART A: GENERAL INFORMATION

Organization: _____

Chairperson/ President of the organization: _____

E-mail: _____ Phone (s): _____ / _____

Address: _____

Faculty Advisor of Organization: _____ Signature of Advisor: _____

Campus Address: _____ Campus Phone: _____

PROPOSED ACTIVITY (TITLE): _____

Date of Activity: _____ Number of students being served by this activity: _____

Where will the activity be held? (circle one) On Campus Off Campus Has event been APPROVED in The Den? _____

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.

Table with 3 columns: ITEM, SOURCE OF INFORMATION, COST. Includes 9 numbered rows for listing expenses.

Total cost of activity: \$ _____

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

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

Source of funds other than activity fee: _____

Questions: Please limit responses to 250 words.

What is the perceived need for the activity and how will this activity meet that need?

Describe the Activity in detail. Please describe the necessary setup if applicable

What is the impact/benefit to the students attending?

Submission Process:

- **This proposal MUST BE presented at the student council meeting AT LEAST 30 days before the planned event.**
- Please contact ETSC (etsc@iupui.edu) and Vice President to schedule a presentation time with the officers of ETSC.
- If the proposal is approved by the ETSC, you must schedule a meeting with Marilyn Mangin 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.
- Please refer to the Reimbursement Process if your organization is granted funding.
- All ITEMIZED receipts must be turned into Marilyn Mangin to get your reimbursements.
- After the Activity, you will be required to present about your activity at the monthly meeting.

By signing below I verify the above information is correct and that I have read over the submission process and agree to each point

Signature: _____

Print Name: _____

Date: _____

