Student Activities, Involvement, and Leadership
Money Request Form for Student Organizations

Check One: □ Retreat □ Conference

Organization name____________________________ Date_____________________

Contact person_________________________ Phone__(______)__________ -___________

Email________________________ Conference Name_____________________________

Dates of attendance____________________ Location____________________________

At this time, please complete the budget outline excel spreadsheet, print it off and attach it to this document.

What is included in the conference fee? ______________________________

What mode of transportation do you plan to use?____________________________

What are your plans for food?____________________________

Where are you lodging?______________________________________________

What type of conference is it? ______________________________

How will it benefit the students that attend?

________________________________________________________________________

________________________________________________________________________

How will it benefit your organization?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
How do you plan on sharing your gained knowledge to the campus community?

_________________________________________________________________________________________________
_________________________________________________________________________________________________

Please list the students that plan on attending the conference.

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

How has your organization sought funding from any other sources for this Retreat or Conference?

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Your signature, as well as your advisor’s signature, indicates that all information is truthful and that you are aware of these deadlines in order to be reimbursed.

________________________________________  ______________________________
President Signature                      Date

________________________________________  ______________________________
Adviser Signature                        Date

Return this request to the SAIL suite into the student orgs mailbox. All requests must be made no later than 4 weeks prior to the date of the conference.

Following submission, organization representatives will be required to present this request along with any other valuable information to the campus commission council. A student organization supervisor will contact the president of your organization with a time and date.

For reimbursement purposes, all itemized receipts of costs i.e. food, transportation, and lodging, must be turned in no later than 3 weeks after the conference/retreat you have attended in order to be reimbursed. Failure to do so could result in a renouncement of funding.