



ISSS EVENT FUNDING FORM

Neatly print or type information for this form and attach additional paper as necessary.

Proposals can be turned into the front desk or emailed to intloutreach@du.edu.

Proposals must be submitted at least 14 days in advance of the program.

Section A: Student Organization Information

Name of Student Organization: _____

Quarter Applying for Funding: (circle one) Fall Winter Spring Year: 20____

Contact Person Name: _____ Position: _____

Contact Phone: _____ Contact Email: _____

Organization Advisor Name: _____

Organization Advisor Phone: _____ Organization Advisor Email: _____

Number of members involved in the organization: _____

Are you a licensed student organization? Yes No

DU Student Organization Account Number: _____

Section B: Event Description

Program Title: _____

Date: _____, 20__ Location: _____

Start Time: _____ End Time: _____

Co-Sponsoring Groups (if any): _____

Has your organization planned this program during previous quarters? Yes No

If yes, when?

Description of Proposed Program:

How many people do you expect to attend the event? _____

How will you advertise this event?

Section C: Funding Information

What are your funding sources for this program?

Do you plan to sell tickets or charge admission? Yes No

If yes, how much will tickets/admission cost? \$ _____

How much money are you requesting from ISSS for this event? \$ _____

Please attach a detailed budget for the event which includes both income and expenses in specific dollar amounts.

You will receive an e-mail notification of ISSS' funding decision once all of the required information has been submitted and processed.

Section D: Reimbursement Process

In order to receive reimbursements following the event, student organizations must submit (attn: David Gowdey):

- All original receipts
- The title and date of the event
- The name, ID number, and mailing address of the individual or organization to be reimbursed

Note: Reimbursements will arrive in the form of a check mailed to the address given or can be directly deposited if the account in question has been set up for direct deposit. If no mailing address is provided, checks will be sent to the address already on-record with the university.

Section D: Agreement

BY SUBMITTING THIS FUNDING REQUEST, OUR ORGANIZATION AGREES TO:

1. Ensure that the event is open to **ALL** DU students
2. Include the ISSS logo in all promotional materials and recognize ISSS' funding of the event

Signature of Organization Contact _____ Date _____

Signature of Organization Advisor _____ Date _____

-Internal Use Only-

Date Received _____

By Whom _____

Approved _____

Receipts Submitted _____

Funds Disbursed _____