

Student Activity & Fund Request Form

The following minimum timelines should be observed for all activity and fund requests:

- > 2 weeks for activity requests (on campus)
- > 3-4 weeks for activity requests (off-campus)
- > 4 weeks for activity requests that include a fund request or fundraising

Your club/organization must be operating in good standing and be up-to-date on all requirements in order to access student activity fee funds and/or participate in fundraising efforts. An event evaluation is required for all activities.

SECTION I: ORGANIZATION INFORMATION

Club/Organization: _____ Date of Request: _____
Student Name: _____ YTC Email: _____
Position: _____ Colleague ID #: _____
Advisor Name: _____ YTC Email: _____

SECTION II: ACTIVITY INFORMATION

Name of Activity: _____ Location: _____

Date of Event: _____ Time: _____ Anticipated Attendance: _____

Description of Activity (Attach conference/competition/workshop information and event agenda, if applicable, as well as any other relevant information): _____

Note—Please include, via email to jroberts2@yorktech.edu, any links with information about the activity or affiliate groups.

How does this activity benefit students and/or the College and relate to the institutional goal of maximizing student success? _____

Is participation in this activity limited to club/org members? YES NO

If no, who may participate? _____

Is this a collaborative program? YES NO

If yes, what on- or off-campus departments or organizations will you be working with? _____

Equipment and setup needs (i.e., room reservation, work order (tables, chairs), etc.): _____

Reminder—If you need a classroom or other campus location for your event, you must make a reservation. You can request a temporary hold on a space prior to submitting this form. If you need tables, chairs, trash cans, etc. arranged, you will need a work order. Contact Jennifer Roberts (jroberts2@yorktech.edu) for reservations and work orders.

Publicity: How do you plan to advertise this activity? _____

Reminder—Fliers and other bulletin board postings must be approved before they may be hung up. Please attach information and/or a flyer for the *Student News* and *D2L*.

Will you be traveling off campus? YES NO

If yes, describe transportation. _____

Reminder—All off-campus activities also require field trip forms submitted at least 2 weeks prior to travel.

SECTION III: FUNDING REQUEST

Reminder—Student activity fee funds are not available to support fundraising efforts.

Are you requesting funds for this activity? YES NO (If no, you are finished with this section)

Date Needed: _____ Funds Requested: _____ Funds Approved (office only): _____

Budget (Please describe how funds will be used and the estimated costs):

| | Description (Be as specific as possible) | Cost |
|--|---|------|
| Transportation (Lodging, air travel, rental vehicle, etc.) | | |
| Conference Registration | | |
| Event/Activity Supplies | | |
| Other (please itemize) | | |

SECTION IV: SIGNATURES

Club/Organization Officer Signature: _____ Date: _____

Club/Organization Advisor Signature: _____ Date: _____

REQUIRED FOR ALL REQUESTS

Approval Signature: _____ Date: _____
Clubs & Organizations Liaison

Approval Signature: _____ Date: _____
Student Leadership and Events Programming and Diversity Manager

Activity Approved: YES NO Fund Request Approved: YES NO
If yes, amount approved: _____

Approval Signature: _____ Date: _____
Dean for Student Engagement

OFFICE USE ONLY

Date Received in Office of Student Leadership and Events: _____ Received by: _____