Office of Communiversity
Undergraduate Clubs and Organizations Funding Request Form

This form is to be used to request funding for your club/organization's programs and events. Requests must be turned in at least 21 days before the event date. The contact person for the organization will be notified of the funding allocation within 7 days of submitting this form to the Office of Communiversity. Funding is not guaranteed. Refer to the Funding Policy in the Student Clubs and Organizations Guide to Success for eligibility requirements. For more information, please call (626) 812-3053.

(Please use a black or blue ink and print clearly.)

Club/organization: _____ **Date submitted:** _____

Event name: _____ **Event date:** _____

Target audience: _____ **Estimated attendance:** _____

Club officer contact name: _____ **Officer's phone:** _____

Officer's email: _____ **Officer's APU box:** _____

Advisor's name: _____ **Advisor's signature:** _____

Attach the following information: 1) description of the event 2) the goals and objectives of the event 3) the program's budget and amount you are requesting. YOUR REQUEST WILL NOT BE REVIEWED WITHOUT THIS INFORMATION.

Is your organization receiving funding from another source (please circle)? NO   YES
If yes, please fill out the following:
Donor: _____ **Email:** _____

Amount: _____ **Signature:** _____

Check Request Procedure
❑ **Payment in the form of a check**
(If you need the check to be made to an individual person, please see Jeanette.)

- **Please attach an estimate from the company, with an itemized list of your proposed expenses.**

Please provide company/business information:
- **Address:** _____
  _____
  _____
  _____

- **Phone Number:** _____
- **Fax Number:** _____
- **Contact Person:** _____

Cash Advance Procedure
❑ **Payment in the form of cash**

- **Please attach an itemized list of your proposed purchases.**

- **Student ID #:** _____