**Request for Funding from Student Activity Fee Committee**

(This request will be reviewed by the Student Activity Fee Committee)

# You must submit requests for funding by April 13, 2018 to Tige Cornelius, [tcornelius@com.edu.](mailto:tcornelius@com.edu)

**General Information**

Name of Person or Organization making this request:

Type of request:

Brief Description of Request:

Proposed date, time, location (*if applicable*):

Target Audience:

Number of anticipated participants:

What is the goal of this event or project and how will this benefit the students?

Which strategic goal/annual priority does this relate to? *The College’s 2018-2020 Strategic Goals and 2018-19 Annual Priorities may be found at* [*http://www.com.edu/student-life.*](http://www.com.edu/student-life)

Will this event use outside vendors? If so, who?

|  |  |
| --- | --- |
|  |  |
| *Employee Signature Club/Organization/Department* | *Date* |

|  |  |
| --- | --- |
| *You will be contacted with a decision*  *within 5 business days of the Student Activity Fee Committee’s meeting.* | |
| ☐Approved**\*** ☐ Denied ☐ Pending, need additional information | |
| Committee Comments: | |
|  |  |
|  |  |
| *Chair of Student Services Fee Committee Signature* | *Date* |

**\* Once written approval is received; the requestor is responsible for carrying out the request.**

# This form will not be considered unless a Funding Worksheet is attached to it when submitted to the Student Activity Fee Committee. Both forms may be obtained from the Student Life Office webpage at [www.com.edu/student-life.](http://www.com.edu/student-life)