



**WILLAMETTE**  
THE FIRST UNIVERSITY IN THE WEST

## **Student Group Funding Request Form** *Campus Departments & Offices*

This form, along with the required attachments, must be presented to campus departments/offices when making a request for funding.

Student groups requesting funding from any campus department or office must be officially recognized by the Office of Student Activities.

A complete listing of recognized student groups can be found at [www.willamette.edu/dept/osa/clubs.html](http://www.willamette.edu/dept/osa/clubs.html)

Name of Student Organization: \_\_\_\_\_

Student Organization Classification: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Please briefly describe how the money requested will be used and the impact of these funds on your event or project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please briefly describe how this project or event will benefit the greater University community.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this proposal time sensitive? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, decision needed by \_\_\_\_\_

Name of student group advisor: \_\_\_\_\_ Phone # \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

### **In addition to this form, please provide the following attachments:**

- A plausible project/event action plan and timeline.
- A project/event budget and a breakdown of funding sources including any campus office/department you plan to solicit.

Questions? Contact the Office of Annual Giving at x 6748