# GPSAFC Summer or Special Project Request

**Student organization name**

**President**

Print name / E-mail

**Treasurer**

Print name / E-mail

**Advisor**

Print name / E-mail

## What to include in your Summer or Special Project Request

- Complete this form in as much detail as possible, including specific names of speaker(s), dates and venues. ATTACH SUPPLEMENTARY DOCUMENTS (including further budgetary and co-sponsorship information) as necessary. Requests that don’t provide details may not receive the amount requested.
- Provide detailed financial information, including speaker(s) airfare, lodging and meals.
- Break down all costs for your request by line item, and within the limits listed in the President and Treasurer Handbook. Note: in some cases the GPSAFC can grant exceptions and in other cases there are firm limits.
- Be reasonable when making your request. Note: based on our rules, it would be nearly impossible for a single group to get more than $1,400 for a single program, and to receive this much without significant co-sponsorship.
- Seek additional funding for your event wherever possible (including other GPSAFC-funded organizations); include any information on other sponsors and those amounts in your request.
- Submit your requests as soon as possible BEFORE the event; allocations are made on a first-come, first served basis.
- Describe what your existing GPSAFC funds will be used for and why you need more funding.

## Purpose of Summer/Special Request

________________________________________________________________________

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Form Continues on Reverse Side →
Title of event ________________________________

Date of event ____________ Location _______________________________

Expected audience ______ Will admission be charged? Yes [ ] No [ ]
If yes, how much? ______

List other sources of income for this event ______________________________________

<table>
<thead>
<tr>
<th>Total Expense</th>
<th>Requesting from GPSAFC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Speaker</td>
<td>________</td>
</tr>
<tr>
<td>Program Event Production</td>
<td>________</td>
</tr>
<tr>
<td>Program Reception</td>
<td>________</td>
</tr>
<tr>
<td>Program Publicity</td>
<td>________</td>
</tr>
</tbody>
</table>

Program Total $________ $________

Club Sports | ________
Publication | ________
Social | ________

Grand Total $________ $________

Note: IF YOUR REQUEST IS OVER $1,000.00 SEND A REPRESENTATIVE TO ATTEND THE MEETING.

We certify that the above information is correct.

Signatures

______________________________ Date __________
President

______________________________ Date __________
Treasurer

______________________________ Date __________
Advisor

Rev. 2/22/2012