

**Claremont Graduate University:
Graduate Student Council: Special Event Club Funding Application [2 pages]**

This form must be submitted by the deadline the GSC announces in the Fall and Spring semesters if your club would like funding above and beyond your current allocated budget. All applications will be reviewed at the same time. Submit the form to the GSC Treasurer via the GSC mailbox (CGU Mailroom, Harper Basement) and send an email sent to the Treasurer to notify the GSC of the application. Contact details are available on the GSC website.

Dates:

Official Name of Club/Organization:

Event Title:

Event Date: (mm/dd/yyyy)

Event Description:

(Please provide itemized event budget, expected attendance and timeline for event preparation on second page)

Amount Applied For:

Please describe your reason for applying for special club/event funding *(Attach additional page if necessary)*

Have/Are you requesting additional funding from other sources on campus? Yes No

If yes, please list all the names of sources (person, organizations, departments and etc.) and amount of funding.

Name	Amount	Approved or not

Club organizer/officer information *(Please provide at least two contactors in your club)*

Name: *(First)*

Position in Club:

Telephone:

Email:

Name: *(Second)*

Position in Club:

Telephone:

Email:

Organizer/Officer's Signature: <i>(First)</i>	Date:
Organizer/Officer's Signature: <i>(Second)</i>	Date:

For GSC Use Only	
Approved By (Print Name):	
Amount Approved:	
Approved Reason:	
Signature:	Date:

Event Budget

Please itemize all event budgets with this application

(Attach additional page using this table format if necessary)

Event Budget Itemization		
Item Description	Estimated Cost	
TOTAL		

The budget hereby submitted reflect expenses relating to approved club activities or events, in accordance with GSC guidelines.

Expected attendance

Timeline for event preparation *(Attach additional page if necessary)*