

## Hawkeye Community College Student Club/Organization Funding Request Form

Name of Club/Organization: \_\_\_\_\_

Budget Account Code: \_\_\_\_\_

Date Request Submitted: \_\_\_\_\_

Number of Active Hawkeye Credit Students in your Club/Organization \_\_\_\_\_

Does Your Club/Organization Have an Up-to-date Constitution on File with Student Life? \_\_\_\_\_

Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Advisor \_\_\_\_\_ Office Location \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Activity/Event Name: \_\_\_\_\_

Activity/Event Date: \_\_\_\_\_

General Description of Activity/Event:

Location: \_\_\_\_\_ Co-Sponsor (if any): \_\_\_\_\_

What is the **educational benefit** of this activity/event.

On the space provided below, list anything that you feel the Student Life office needs to know about this activity/event. Please keep in mind that the more information you provide, the better the office's ability to make an appropriate decision.

## Budget Summary

	<b>Student Organization Funding Request</b>	<b>STUDENT LIFE USE ONLY Number of Events Approved</b>	<b>STUDENT LIFE USE ONLY SL Funding Approved</b>
Total Amount of Funding Requested			

### Budget

<b>Expense</b>	<b>Explanation of Expense</b>	<b>Amount Requested</b>
Supplies & Material Other	Use for supplies for event and activities (not for food)	
Supplies & Material	Use for office supplies	
Print Usage	Use for on-campus printing/copying	
Contracted Services	Use for hiring entertainers, speakers, etc	
Outside Printing	Use for printing/copying not able to be done on-campus	
Travel	Use for travel expenses to conferences or meetings	
Conferences	Use for conference expenses and registration fees	
Special Events	Use for most other expenses for student activities/events	
Internal Meetings	Use for food for meetings or events	
Other: any other expenses not included on this form		
<b>Total Expenses</b>		
<b>Total Revenue</b>	Admissions fee, advertising, grants, sponsorships, etc	
<b>Total Amount Requested</b>	<b>Subtract Revenue from Expenses and enter total</b>	

Have you done this activity/event in the past? \_\_\_\_\_

Was it funded by the Student Leadership Council? \_\_\_\_\_

Completed reimbursement forms can be submitted to the Student Life office.

For questions or additional information please contact Stephanie Cherry at (319) 296-2329  
x1088 or email [stephanie.cherry@hawkeyecollege.edu](mailto:stephanie.cherry@hawkeyecollege.edu).

You should hear the results of your request within two weeks.