



# Student Club and Organization Funding Request Form

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The Budget and Management Committee

The **Funding Request Form** is how you inform the Budget and Management (BAM) committee of everything that the committee will need to know about a specific event/activity. All funding will comply with the BAM Guidelines and rules and will consider: relevance of the event to the organization's mission and purpose, how detailed the description and itemized cost breakdown are, potential attendance and benefits, and past funding allocation.

Student Organizations may request for Additional Funding for an existing event if their original funding request was less than what they expected. Student Organization must justify their request for additional funding. Additional funding is limited, and funds are awarded each semester on a first-come, first-served basis.

Requirements that must be met before requesting funding:

- All campus events must be open to ALL Eastern students and a fee may not be collected for entrance.
- The event is student led and ran by the organization requesting the funds.
- All requests for funding must be directly related to your constitution's mission statement.
- Funding for each itemized item must be critical to the nature of the event.

All funding request for a conference must attach supporting documents which includes but are not limited to registration/travel fees confirmation, an itinerary for the conference, websites, and any other information involving the conference.

Student Organizations must complete a separate Funding Request Form for each event/activity. All funding request must be made 3 weeks from the date of the event to give the BAM committee ample time to review the funding request.

If you have any questions, please contact the BAM Officer at [bam@my.easternct.edu](mailto:bam@my.easternct.edu).



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## Program Information

Name of Organization:			
Your Name:		Your Club Position:	
Activity/Event Name:			
Activity/Event Date:		Estimated Attendance:	
Collaboration (if any):			
Have you done this activity/event in the past?			
Have you fundraised for this event? Do you plan to?			

Detailed Description:

What is the educational benefit of this activity/event and how would it benefit ECSU students and the ECSU community?

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

**Funding Breakdown**

Itemized Expenses	Explanation of Expense	Amount Requested
	Total Expenses	
	- Amount Already Allocated From BAM	
	- Club Contribution	
	Total Amount Requested	

**Thank you for filling out the Funding Request Form.**

**Send completed form and any supporting documents to [bam@my.easternct.edu](mailto:bam@my.easternct.edu).**

**You should hear the results of your request within 2 weeks.**