

**Clinton Community College  
Student Senate Special Event Funding Request Form**

Name of organization \_\_\_\_\_

Contact making request \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

1. Approximately how many students will attend this event? \_\_\_\_\_

2. What is the name of the speaker/performer/activity for which you are requesting funds?  
\_\_\_\_\_

3. What topic or type of performance will be presented? Please attach any relevant material you have on the speaker/performer/activity. \_\_\_\_\_

4. What is the purpose of your event/program/activity? \_\_\_\_\_

5. When do you plan to have this event/program/activity? \_\_\_\_\_

6. In what venue will this activity take place? \_\_\_\_\_

7. Will you be seeking funding for this event/program/activity from any other sources? \_\_\_\_\_  
Please list the other sources with their *estimated* contribution.

\_\_\_\_\_

8. Have you received funding from the Student Senate for this event in the past? Please provide details. \_\_\_\_\_

9. What funding will your organization contribute to this event/program/activity? \_\_\_\_\_

10. Does this event fulfill a cultural, social or academic need of our student community?  
How? \_\_\_\_\_

11. Please explain how you plan to market this event.  
\_\_\_\_\_

APPROVAL:

DATE:

\_\_\_\_\_  
ADVISOR/IMMEDIATE SUPERVISOR/  
DIVISION COORDINATOR OR VICE PRESIDENT

*Please provide one of these forms for each event/program/activity for which you are requesting funds.*

ALLOCATION

AMT REQUESTED

SENATE

**Senate Use Only**

SUPPLIES

Event materials \_\_\_\_\_  
 Give-a-ways \_\_\_\_\_  
 Decorations \_\_\_\_\_  
 Food items \_\_\_\_\_  
 Paper supplies \_\_\_\_\_  
 Other \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
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 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

PROMOTIONS

Flyers \_\_\_\_\_  
 Posters \_\_\_\_\_  
 Other \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

REFRESHMENTS

FSA Catering \_\_\_\_\_  
 Other \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

TRAVEL

Transportation \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Meals \_\_\_\_\_  
 Other \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

\$ \_\_\_\_\_  
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 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

SPECIAL SERVICE CONTRACT

Speaker/performer contract fee \_\_\_\_\_  
 Honorarium \_\_\_\_\_  
 DJ services \_\_\_\_\_  
 Security for event \_\_\_\_\_  
 Film rental \_\_\_\_\_  
 Equipment rental \_\_\_\_\_  
 Other rentals \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
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**TOTAL REQUESTED FROM SENATE**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

TOTAL APPROVED BY SENATE

\$ \_\_\_\_\_

**Senate Representative to contact Organization:** \_\_\_\_\_