



Student LIFE Funding Request Form

From Student LIFE Activity Committee

This form is used by students or faculty who seek funding from the Student LIFE Activity Committee. Campuses with a student government should use the SA3 Funding form in the RSO Handbook. Please complete one form for each program, service or activity you would like support for and return the completed form to your campus Associate Dean of Student Services (ADSS) with a copy of a budget outline (example provided in the appendix of the RSO Handbook). This proposal will be submitted for consideration to the campus Student LIFE committee and you will be notified within 30 days of the Committee's decision. Work with your campus ADSS as needed for assistance with filling out this form.

1. Name of Person and Club/Department Requesting Funds _____
2. Name of Program/Service/Activity _____
3. Fiscal Year Funds Requested For _____
4. Date(s) of Program/Service/Activity _____
Coordinator/Contact Person Email/Name _____
5. Description of Program/Service/Activity

6. Budget Amount Requested (Please attach an itemized budget) _____ Revenue Projected (if any) _____
7. What contribution will you or your department provide for this project? Example: funding, volunteer, staff or marketing/promotion.

8. How will the Program/Service/Activity be marketed?¹

9. For faculty use only: which General Educational attributes are addressed with this event? (See assessment and effectiveness department website from OCC website)

10. What are the specific goals of the activity?

11. How will the outcomes of this activity be measured?

President Signature	Date	Advisor Signature	Date

¹Please note all funded projects should be marketed under the Student LIFE masthead unless justified, and expressly permitted otherwise by the campus Student LIFE committee. Requests for exception should be made in writing using the "other comments" request section.