



# Student Association

## Activity & Financial Request Application

Complete application and submit to the Associate Dean of Students Office (229 Main).

Proposed date of activity (include day of the week): \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_

Name of student leader responsible for the activity: \_\_\_\_\_

Non-student chaperon (SVU faculty or staff): \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Proposed location of activity: \_\_\_\_\_

\_\_\_\_\_

*Fill out the information below to help plan and budget the proposed activity.*

**Advertising plan:** \_\_\_\_\_

Person responsible for removing advertising (if applicable): \_\_\_\_\_

**Refreshments plan:** \_\_\_\_\_

Person responsible for purchase/coordination: \_\_\_\_\_

**Clean-up plan:** \_\_\_\_\_

Head of clean-up committee: \_\_\_\_\_

Special equipment needed (if applicable): \_\_\_\_\_

**Transportation plan** (if applicable): \_\_\_\_\_

SVU recognized drivers: \_\_\_\_\_

**Other needs** (e.g. audio/video equipment, set-up, etc.): \_\_\_\_\_

\_\_\_\_\_

**Total funds requested for activity:** \_\_\_\_\_

Signature of activity student leader: \_\_\_\_\_ Date: \_\_\_\_\_