

# Valparaiso University

## STUDENT SENATE

Student Union Building, Valparaiso, IN 46383 (219) 464-5524

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**Funding Request Step 1**  
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*Note: This form is for recognition purposes only; it will NOT automatically initiate the check process. Please submit this form to the Finance Committee mailbox located in the Student Senate office and contact the Finance Committee Chair if you have any questions.*

Official Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_

\*\*\*Please allow 2-3 weeks for the completion of the request process\*\*\*

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Total Amount of Request: \_\_\_\_\_ Total Cost of Event: \_\_\_\_\_

Please state the purpose for which you are requesting funds (BE SPECIFIC- each separate event needs to be a separate request):

In what way would these funds benefit the campus community:

What fundraising activities have you undertaken for this event?

Have you requested funds previously? \_\_\_\_\_

For What? \_\_\_\_\_

How Much? \_\_\_\_\_

**Organization information:**

Number of Members:

Class breakdown of members:

How many meetings do you have a month/How many members attend meetings:

What activities does your organization organize:

*Please list a detailed breakdown of your request on the back of this sheet-  
use specific line items if possible.*