Club Event Funding Request

Club(s) Sponsoring Event: _____

Event Title: _____

Event Date: _____   Time: _____   Expected Attendance: _____

Proposed Event Location: _____

Tech Needs for Event: _____

Event Purpose and Summary: _____

_____

_____

_____

Funding Amount Requested: $_____

Please provide a breakdown of proposed expenditures below.

Item	Vendor	Amount	Rationale	Aprv?

If you are requesting alcohol for your event, please give a detailed explanation of how it contributes to the goals of the program: **_____**

_____

Event Approved by GBSA: ___ Yes   ___ No

Funding Amount Approved by STEX: $_____   Alcohol Approved: ___ Y ___ N

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Programming Tips and Timelines:

- Funding Request forms must be submitted to GBSA **three weeks** prior to your program date.

- Room requests can/should be submitted as early as possible. You can request your meeting space prior to having your funding request approved. Please work with April and/or Mimi to reserve your space.

- If your program has requested and is approved to have alcohol, you must submit your alcohol use report **at least two weeks prior** to your program date. This is done through Campus Groups: https://community.case.edu/aur/surveys/

- Upon approval of your program, an event should be created on your Campus Groups page and advertisements should be created for the monitors throughout PBL. These advertisements can be submitted to Mimi to be included in the slide show and should contain wording indicating that the event is open to all Weatherhead Graduate students.

- Make sure you are only spending what you have been approved for by GBSA/STEX. You will not be reimbursed for unapproved expenditures.

- The STEX team is here to help! If you have any questions or need assistance in any part of your planning process, please don't hesitate to reach out to George, April, or Mimi!

This form may be submitted in person in PBL 150 to any member of the STEX team or via email to ald111@case.edu AND axm829@case.edu