

**UNIVERSITY OF HOUSTON-DOWNTOWN
FINANCE COMMITTEE
FUNDING REQUEST FORM**

These forms must be typed. For an electronic version, please ask the assistants in Student Activities to copy the forms onto your diskette.

Student Organization Name: Date established at UHD:

President/Chairperson: Number of current members:

Person preparing request: Student ID #:

Email and phone/contact number(s):

Name of event: Date(s) of event:

Location: Dates/times of actual travel:

Co-Sponsor(s) (if any):

Number attending: Number requesting funds for: Number who attended last year:

Has student service fees funded this event in the past years? Yes No

Will credit hours be earned? Yes No

Sources of outside funding and amounts, if any?

Total amount requested of Finance Committee (attach worksheet): \$

How will the organization benefit from this funding?

How will UHD benefit from this funding?

Describe the event:

Attach Council Finance Committee Request Worksheet.

Student Organization President's signature: _____ Date: _____

Student Organization Advisor's signature: _____ Date: _____

**UNIVERSITY OF HOUSTON-DOWNTOWN
COUNCIL OF ORGANIZATIONS
FINANCE COMMITTEE REQUEST WORKSHEET**

Itemization	Amount Requested	Amount Contributed by Organization/Sponsors	Amount Funded by Finance Committee
Advertising			
Food			
Lodging			
Registration			
Airfare			
Gasoline			
Ground Transportation			
Mileage			
Rental Car			
Office Supplies			
Security			
Misc. ()			
Misc. ()			
Misc. ()			
Misc. ()			
Misc. ()			
Total	0	0	0

Student Organization Name: _____

Signature of student preparing worksheet: _____

Date: _____

Signature of organization's advisor: _____

Date: _____

Signature of Council Finance Committee Chairperson: _____

Date: _____

Please attach all conference and/or relevant materials. Also, please attach any quotes that confirm the estimates above.

**UNIVERSITY OF HOUSTON-DOWNTOWN
COUNCIL OF ORGANIZATIONS
FINANCE COMMITTEE – Travel Request Roster**

Student Organization Name:

President/Chairperson:

Person preparing request:

Student Leader for the traveling group of students:

Student Leader's email/contact number(s):

In order for a student to travel for a student organization, the UHD student must be currently enrolled in good standing and have a minimum of a 2.0 GPA for the current semester. List all student members for whom the organization is requesting funding.

Name	Student ID Number	Address	Phone Number	Email