**Intercollege/Unit Support Request Form**

Requesting unit (College, Unit in a College, Center, Office) must provide this completed form for each support request made to another College, Unit in another College, Center, or Office

Requesting College/Unit in a College/Center/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: \_\_\_\_\_\_\_\_\_Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext.: \_\_\_\_\_\_\_\_\_

Activity:

Date(s) of the Activity/Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Activity/Event:

Methods for Publicizing the Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Item |  |  |
| 1 | Expected overall project/event cost (attach projected budget) | $ \_\_\_\_\_\_\_\_\_ |
| 2 | Amount of its own budget requesting unit is spending | $ \_\_\_\_\_\_\_\_\_ |
| 3 | If reoccurring event, has requesting unit attempted to get additional working or base budget allocations? | Yes \_\_\_No \_\_\_ |
| 4 | Amount the requesting unit hopes to raise through sponsorships | $ \_\_\_\_\_\_\_\_\_ |
| 5 | List of units being solicited for sponsorships:  (Note: If a unit has already made a commitment, note the amount in parentheses.)  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 6 | If this is a **reoccurring** event, provide information (attach sheets) from the **last similar event** on the following:   * Budget * Impact/attendance * Feedback or analysis | |

Approved by requesting unit’s Dean: Print Name of Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_ (normally at least 6 months prior to event)

**NOTE: No binding contracts committing spending may be made prior to obtaining Dean’s signature!**