



ASIVC FUNDING REQUEST FORM

This form should be completed to request ASIVC funding for your organization's activities, events, or refreshments and submitted three (3) weeks prior to activity.

Per Administrative Regulation 6304, any cost of refreshments and meals requires a meeting agenda or event flyer.

Please attach the following documents with your ASIVC Funding Request Form:

- Meeting minutes showing discussion and approval of the funding amount
- Flyer or meeting agenda for refreshments/food
- Quote(s) of items requested by providing screenshots or spreadsheet with the following fields:
Item, quantity, price, direct link.

Date of Submission	
Club/Organization Name	
(Please state the full name of your student club, organization or program)	

Submitted By		
	(First Name)	(Last Name)

Contact Email	
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Describe Nature & Goal of Activity			
Date(s) of Activity			
Expected Audience		# of Participants	
Name(s) of Faculty Advisor/IVC Staff in Attendance			
Benefit to Students			
Intended Outcome			

Funding Amount Requested	
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For Office Use Only:

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