Print Club Name: ________________________________________________________________________________

**Advisor Information**
Name of Advisor Submitting Request: __________________________________________________________________
Advisor Email: ____________________________________________________________________________ Phone: _______________________

**Student Information**
Name of Student Submitting Request: ___________________________ Student ID# _________________
Student Email: __________________________________________ Phone: _______________________

**Funding Request**
Type of Request (mark one)       [ ] Single Event/Expense       [ ] Reoccurring Event/Expense
Total Amount Requested: __________________________________________________________
Date of Event or Expense: __________________________________________________________

**Supporting Documentation**
**Attached the following document to this form**
- A narrative describing the proposal and how the funds are to be used.
- A detailed expenditure breakdown for how the funds are to be used.
- An itemized list of any items to be purchased (if applicable)

**Important Notices**
**See funding related policies and procedures in the Club and Organization Regulations.**
**All unused funds must be returned/reallocated to the Student Government Association by May 1 of the current academic year.**
**All requests are due one week prior to the meeting.**

By signing this form, I acknowledge that I understand the commitments required for recognized student clubs and organizations and agree to abide by all Piedmont College polices regarding pertaining to student clubs and organizations including those found in the Club and Organization Regulations. In addition, I hereby certify that the above-mentioned information is correct and true to the best of my knowledge.

Club/Organization President Signature: ___________________________ Date: ______________________
Club/Organization Advisor Signature: ___________________________ Date: ______________________