

**Eastfield College
Club Special Events and Travel Fund Request**

Please submit one form per event/trip.

Name of Club: _____ Date of request: _____
Advisor's Signature: _____ Phone: _____
Officer's Signature: _____ Phone: _____

NAME OF EVENT/TRIP: _____

DATE(S): _____ TIME: _____

LOCATION: _____

Description: _____

- Three attachments are required for this request to be complete.
- A. A one page, typed essay that answers the following questions about the event/trip:
 - 1. What is the purpose?
 - 2. What goals would you like to see accomplished?
 - 3. How many students will participate?
 - 4. How will Eastfield College benefit?
 - B. An estimate of your expenses:
 - 1. Travel expenses such as registration fees, lodging, air/bus/rental car
 - 2. Guest speaker's fee, decorations, publicity, refreshments, etc.
 - C. Complete the Club Profile form and attach to this request.

Amount of funding requested for this event: _____

This funding cannot be used for fundraising purposes.

For office use only:

Amount Awarded: _____
SPAR Signature: _____ Date: _____

White - SPAR/Student Commissioners Yellow - SPAR Liaison Pink - Club