

College of Engineering Funding Request Form for Student Outreach Programs

This form must be completed and submitted at the time of the presentation to the College of Engineering Dean.

Requestor Name(s) _____ Email _____

Description of Request _____

Department _____ Mentor _____

Organization _____ Travel Dates _____

Number of Student Participants _____ Location/Venue _____

Purpose of Request:

- Student Club
- Chapter Meeting
- Senior Design Project
- Regional Competition
- National Competition
- Conference Presentation

Other _____

Other

Budget Category	Dean	* Department	Other-Amount	Other-Source	Total
Membership Dues/ Registration	_____	_____	_____	_____	_____
Travel	_____	_____	_____	_____	_____
Lodging	_____	_____	_____	_____	_____
Food	_____	_____	_____	_____	_____
Supplies	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total Requested	_____	_____	_____	_____	_____

* At least 25% of the request should come from the Department or Other sources.