

## GSD Student Forum Student Organization Funding Request Form

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### Purpose:

Funding for student groups and student forum initiatives is limited. This form should be used as a worksheet of sorts, aiding student groups in planning their fiscal needs. The more detailed the worksheet, the easier it will be to justify funding levels. Blanket requests for funds are difficult to merit and will therefore receive less consideration than those associated with well-planned events, functions, etc. Please understand that it is not typical for groups to receive 100% of requested funding and that all groups are encouraged to identify alternative sources.

### Instructions:

- 1) Please download this document, type into the form fields, and then print the completed draft (rather than print and hand-write the document).
- 2) Note that this is for a single, full-year budget. There will be no 2<sup>nd</sup> semester requests as made in the past. Activity fees for both terms will be issued once at the start of the Fall term.
- 3) Funding requests cannot be considered until an updated Student Organization Registration form has been submitted for the current school year (download that form at:  
[http://www.gsd.harvard.edu/people/students/student\\_forum/groups.html](http://www.gsd.harvard.edu/people/students/student_forum/groups.html))
- 4) Please remember to sign the completed form and submit the hard copy to the Student Forum mailbox in Student Services, Room 422.
- 5) Direct any questions to [sforum@gsd.harvard.edu](mailto:sforum@gsd.harvard.edu)

<b>Name of Organization</b>	Club of geniuses
<b>Registered student contact</b>	Sally Always-on-the-ball Jones
<b>Signature and date</b>	
<b>Year of activity*</b>	2004/2005

**\* NOTE: Unlike previous years, all budgets will be issued in one cycle for the full year. All budgets should be written as full academic/fiscal year budgets (September – August).**

### Expenditures

Event/Activity (e.g. symposium title, internal meeting, field trip, guest lecturer, etc.)	Type of expense (Food & beverage, travel expense, equipment rental, location fee, etc.)	No. of people expected or quantity	Estimated cost per person or per item	Total
Fall planning meeting	food and drink	25	5	125
Spring planning meeting	food and drink	25	5	125
October group meeting	food and drink	8	5	40
November group meeting	food and drink	8	5	40
Feburary group meeting	food and drink	8	5	40
March group meeting	food and drink	8	5	40
Dec Symposium on the City	Guest lecturer fees	5	100	500
	Guest lecturer airfare	4	200	800

