



## Student Activity Fee Co-Curricular Funds Request Form

### *Application for Funding*

These Student Activity Fee dollars are intended to support Co-Curricular programs outside directly-sponsored Student Life events & activities. Requests will be reviewed by a committee who collectively approve and fund requests.

If you have questions about completing this form, please contact Amanda Capobianchi at 704-330-6374.

**DEADLINES:** Currently, there is a rolling deadline for the return of this application. Please keep in mind that your request should be returned to Amanda Capobianchi in enough time for our staff to review the request and assist you in spending dollars, if approved. Early requests are appreciated.  
**\*\*Requests will be considered until funding is no longer available.**

Please provide information about your request and attach any documents you feel may support this application.

Name of person(s) completing request:			
Department/Class/Group affiliated:			
Title of Project, Event or Activity:			
Today's Date:		Best way to contact you:	<input type="checkbox"/> Email <input type="checkbox"/> Office phone: _____ <input type="checkbox"/> Other: _____
Date(s) of Project, Event or Activity:			

**Please briefly describe your plans for this request.**  
**Your brief description should be able to clearly show that:**

- ✓ CPEC curriculum students are the primary target and audience, and involved in the planning process.
- ✓ The project, event or activity will help to build community at CPEC, and can support connections between students, faculty and/or staff.
- ✓ An evaluation accompanies the project, event or activity and results and/or feedback will be shared with Student Life.

*Please attach a type-written brief description of the event or activity.  
 Consider attaching any itineraries or other supporting documents.*



## Student Activity Fee Co-Curricular Funds Request Form (cont'd.)

### Expense Description & Budgetary Need

Please itemize expenses for this project below (or attach a more detailed description to this application):

\*\*Please be sure to include any registration fees, hotel expenses, travel expenses and other related fees.

Expense Description	Amount (If applicable, please use an amount per person)	Preferred method of payment (Cash, check or Visa)
<b>Total Cost of Project, Event or Activity:</b>		

What amount are students contributing? <i>*We recommend that students invest some amount, however nominal, in projects or activities.</i>	
Amount contributed from other sources: <i>(departmental support, fundraising, foundation or other contributors)</i>	
<b>Amount you are requesting:</b>	

Does this project involve travel?      Yes                      No

If **yes**, please initial and be aware that the following are required:

- All students are required to purchase Student Accident Insurance at the cashier's window.
- A list of all students attending, and their Student ID numbers, must accompany this application.
- CPCC vehicles must be reserved in advance. To reserve the Student Life Van, please contact Johnnie Roach (6512). To reserve other motor pool vehicles, please contact Facility Services (6000).

If you are traveling, please complete the following:

Date of Departure:		Date of Return:	
Hotel Information & Contact:		If you have reservations, please provide the confirmation number(s):	

**\*Please be aware that there may be additional paperwork required by your division when traveling. This application is used only for Student Life funding purposes. Please consult your division for additional information.**

**Thank you for your request and interest in creating more opportunity for Student Life at CPCC!**

*Internal Use Only*

Date Reviewed:		Amount granted:	
Staff initials:		Final report received:	

