



Diversity Services Office Student Organization Event Funding Request

Name of Student Organization: _____
Event Coordinator: _____
Email: _____
Phone: _____

EVENT DETAILS

Title: _____
Date: _____
Time: _____
Location: _____

Brief Description: _____

Do you want the Diversity Services Office to assist in **MARKETING** this event?

Requirements

1. The event theme should promote diversity at Michigan State University College of Law (MSU Law) or other similar academic institution(s) if co-sponsoring with another organization.
2. All funding must be used for event requested on this form. Any excess funds in the amount of \$20.00 must be returned to the MSU Law Diversity Services Office.
3. The Diversity Services Office must be listed as a “Co-sponsor” on all marketing materials for the event in which funding is requested.
4. MSU Law Student organizations may receive a maximum of \$300.00 per semester for event funding.
5. Funding is limited for co-sponsorship, to ensure adequate funding for the requested event, on this form, apply at least 30 days prior to the actual event date.



Diversity Services Office
Student Organization Program Funding Request

BUDGET

Event Expenses

Item	Amount
Food (No Alcoholic Beverages)	
Attendee Gifts	
Speaker Gifts	
Audio Visual	
Other	
Total	

Event Revenue from Other Sources (SBA, Fund Raising):

Amount: _____ Source: _____
Amount: _____ Source: _____

Amount Requested: _____

Signature
Event Coordinator

Date

Amount Approved: _____
Date: _____
By: _____