Club Service Funding Form

You are eligible for **one type** of CSF per form- Please Circle **One**: On-Campus Volunteering Off-Campus Volunteering\* Club Fair\*\* Host an Event Movie Event \*This form must to be turned in to the Club Coordinator **at least 2 weeks** in advance for pre-approval.

\*\* Club Fair is a fixed rate of four (4) hours total.

**Name of Club:**

**Name of Event/Activity:**

**Location of Event/Activity:**

**Date & Time of Event: / / : am/pm -- : am/pm**

**If you are hosting an event or a movie—Please write dates and times met for planning:**

**\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_:\_\_\_\_\_ am/pm to \_\_\_\_: \_\_\_\_\_ am/pm \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_: \_\_\_\_ am/pm to \_\_\_\_: \_\_\_\_ am/pm**

**\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_:\_\_\_\_\_ am/pm to \_\_\_\_: \_\_\_\_\_ am/pm \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_: \_\_\_\_ am/pm to \_\_\_\_: \_\_\_\_ am/pm**

**1) Total Hours of Planning:**

(A max of two hours can be awarded for every hour of event; one hour max planning time allowed for movies)

**2) Total Hours for Set-up:**

**3) Total Hours of Event: Total Hours\*:**

**4) Total Hours of Take-Down:** \* add lines 1-4 together for Total Hours

**Note: you do not need to account for the hours worked by each individual in your club if you are hosting an event.**

**For Off-campus Events:**

**I turned a Travel Request Form in to Darci Feider at least 2 weeks in advance**

**Darci Feider’s Signature/Date:**

**Event Approved: Club Coordinator’s Signature/Date:**

**Description of the Activity/Event or Responsibilities of the Club at Event:**

**Participant’s Name Signature Service Hours**

**Total Hours**

**On-Site Activity Supervisor’s Signature/Date:**

**Phone Number:**

**Club Advisor’s Signature/Date**

**Email Address:**

**Club Representative’s Signature/Date**

**For Student Life Office Use Only:**

**Dated Received Club Coordinator’s Signature**

**\_\_\_\_\_\_\_\_\_\_ # Hours Approved by Club Coordinator Date of Approval:**

**\_\_\_\_\_\_\_\_\_\_ # Hours Denied by Club Coordinator Date of Denial:**

**Reason for denial:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_