



Chicago's Jesuit University

**LOYOLA
UNIVERSITY
CHICAGO**

Events Funding Request 07-08

School of Education
Lewis Towers 1126, WTC

Person/Organization: _____ Contact Person: _____

Email: _____ Phone: _____

Name of event: _____

Location: _____ Dates: _____
(City) (State)

Faculty Sponsor (if applicable): _____

Rationale for event: _____

Audience (i.e., open or closed event): _____

Request for funds: \$ _____

**Please attach a budget with ALL expenses/items listed*

Are you requesting funds from any other sources? Yes No If yes, from where? _____

The request for event funding must be filed with the School of Education AT LEAST 30 days prior to the event. A detailed budget must be attached for any request to be considered. If funds are awarded, the Student Development Committee will determine how they will be disbursed.

FOR OFFICE USE ONLY

Request for funding limited to:

-
-
-
-

Student Development Committee Approval: _____ Date: _____

Submitted to Budget Administrator: _____ Date: _____

Event Posted to SOE Calendar: _____ Date: _____