

Council of Student Organizations (COSO)

Florida Atlantic University – Broward Campuses

Funding Request Form

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Requests must be received a minimum of **14 days** before the next scheduled meeting date and prior to the event. This form must be completed in its entirety and returned to the Office of Student Involvement and Leadership (SD203). COSO Board members are more likely to consider and come to a resolution with regard to your proposal if the request addresses and details all the below mentioned items. Proposals which are vague and not specific will be postponed or rejected regardless of merit and appeal. Clubs must attach proof of fundraising when submitting this application. **A program registration form must be submitted along with this application.** All invoices and original receipts are due 10 days after the event.

Name of the club: _____

Account number: _____ Date submitted: _____

Contact Name: _____ Email: _____

Proposal/Event Name: _____

Date(s)/Time of the proposed event (if applicable): _____

Location of Event (if applicable): _____ Expected Attendance: _____

Description of Event or Items that require funding: _____

Benefits of Participants: _____

Note: This Section is for **COSO** Use Only

Decision Taken By COSO Executive Board:

Denied: _____

Pending: _____

Approved: _____

Amount: \$ _____

Comments:

Signature of COSO Director

Date