

## Campus Pool Funding Request

Date of request: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

House: \_\_\_\_\_ Position: \_\_\_\_\_

Event Title: \_\_\_\_\_ Date of Event: \_\_\_\_\_

**Total Amount Requested from Campus Pool:** \_\_\_\_\_

### Please attach a detailed description of your event.

#### You MUST include the following:

- Precise and specific breakdown of the event budget. Retroactive requests must include *copies* of all receipts.
- A list of participants (if the requested amount is contingent upon the number of participants)

**Contribution:** Please note other sources/amount of funding.

\*Note – not all categories may apply to your event, please fill in all that apply\*

House Budget: \_\_\_\_\_

Social Dues Budget: \_\_\_\_\_

Individual House Members: \_\_\_\_\_

Other campus funds (please list type &amp; amount): \_\_\_\_\_

\*When seeking funding, please speak with your house president about your request. Although there is not a set amount that each house can be awarded, the committee does try to share the funds with all the houses on campus that seek funding. **\*\*NO ALCOHOL, GIFTS OR HOUSE EQUIPMENT WILL BE FUNDED\*\***

If you have any questions or concerns, please contact the Coordinator of House Events at [che@smith.edu](mailto:che@smith.edu) or extension x4958.

**RETURN FORMS VIA E-MAIL IF POSSIBLE TO [CHE@SMITH.EDU](mailto:CHE@SMITH.EDU) OR TO CLARK HALL IF YOU HAVE ADDITIONAL SUPPORTING MATERIALS LIKE RECEIPTS AND PARTICIPANT LISTS.**

Amount Granted: \$ \_\_\_\_\_

Date Granted: \_\_\_\_\_

CHE: \_\_\_\_\_