



Student Activity Fee Request

1. Registered Student Organization (RSO)/Department Name: _____
2. College: _____
3. Number of active students in your organization: _____
4. Has the member roster been submitted? (If not, please submit with this request.)
5. Have the requestor & responsible parties for this request completed the Risk Management training as required by Texas Education Code §51.9361 & LSC Policy? Yes No
(If not, please complete the required training before submitting this request.)
6. Does your RSO/Department receive funds from other sources? Yes No
 If yes, how much money do you anticipate receiving? _____
7. Please check all that apply:
 Annual allocation request Event Service Project Travel
 Other: _____
8. How will this funding benefit your RSO/Department and the student body as a whole:

Request Summary

Note: Totals below should equal the amounts listed on page 2.

Expense	Explanation of Expense	Amount Requested	Amount Approved
7100 Contracted Services	Use for hiring entertainers, speakers, etc.		
7200 Travel	Use for travel expenses to conferences or meetings		
7300 Supplies & Food	Use for supplies for meetings & activities		
7400 Official Functions	Use for printing and promotions (brochures, tshirts)		
Total Expenses			
Total Revenue	Fundraisers, membership fees, grants, sponsorships, etc.		
Total Amount Requested	Subtract Revenue from Expenses and enter total		



Request Detail

List expense below for the upcoming year.

* Fields are required.

- Expense type – Select (1) contracted services, (2) travel, (3) supplies & food, (4) official functions, printing & promotions
- Travel – Any travel expenses should include destination and mode of travel (personal vehicles, bus, rental car, plane)

Event Date *	Expense Type*	Expense Information* (details required)	Number of Attendees	Dollar Amount*
Total Request				

Person completing this form (student): _____ Student ID: _____

Phone: _____ E-mail address: _____

Club Member/Student Signature

Date

Advisor/ Dept Representative Signature

Date

The following is to be completed by the Office of Student Life:

Submitted to Student Life on (date): _____ Budget Amount Approved: _____

Signature of Student Life Recipient: _____