# Greenfield Community College
## Student Activity Fee Budget Request

**Name:** ___________________________  
*(Name of person making request.)*

**Club:** ___________________________  
*(If applicable, otherwise leave blank.)*

**Today's date:** ___________  
**Phone:** ___________________________  
**Email:** ___________________________

### Section 1: Type of Request (select only one)

- ____ Annual budget request (complete sections 3 and 4 only)
- ____ One-time budget request (complete sections 2, 3, and 4)

### Section 2: Event/program details

- **Event/program title:** _______________________________________________________
- **Date of event/program:** _______________  
  **Location of event/program:** _______________________________________________
- **Event/program sponsor:** ________________________________________________  
  *(Please list name of all clubs, offices, departments and/or individuals planning event.)*

- **Please list additional funding sources:** _______________________________________

- **Will you charge admission?** ___________  
  **If so, how much?** ___________________________________

- **Who will attend the program/event?** : ________________________________________  
  *(Please list the intended audience that will benefit from funds.)*

- **How/where will event be advertised?** _______________________________________

### Section 3: Details of request

- **Amount requested:** ___________  
  **Date by which funds are needed:** __________________  
  *(Leave blank if annual request)*

  In the space below, please itemize all expenses. Attach additional pages as needed.

  *If this is an annual budget request, please provide as much detail as possible. Attaching an itemized list along with a brief description of fundraising and/or co-sponsorship plans for events is strongly encouraged.*

### Section 4: Signatures

- **Signature of person making request:** ___________________________

  All clubs must also provide the following signatures on a budget request:

  - **Signature of Club President:** ___________________________
  - **Signature of Club Advisor:** ___________________________

### Office use only

- **Denied/Approved (amount)** ___________  
  **Date of vote:** ___________  
  **Source of Funds:** ___________________________

  **How/where will funds be used:** _____________________________________________

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*Form updated: Mar 2013*