



## **Student Request for Funding Instructions**

When requesting funds from the Office of the Senior Vice President and Provost, please include the following:

### **Cover Letter**

Address the letter to Dr. Kyle Harper, Senior Vice President and Provost. Include the name of your group, the event name or function; as well as the date, time and location.

If the student is selected to participate, ex. for a conference, indicate how that selection was made and by whom.

### **Total Budget and Total Amount Requested**

List the total budget for the event or function and list the total amount requested if different from the budget amount.

### **OU Account**

List the name of the account, as well as the account number (147XXXXXX) for your organization.

### **Other Sponsors**

Include a list of sponsors that have been contacted and the amount of requests. List any amounts they have agreed to contribute.

### **Previous Support**

If the Provost Office has previously funded the organization, indicate when the contribution was made and the amount of the funding.

The Provost Office will review the request and supporting material. The designated contact member of the organization will be contacted regarding the decision.

**\*\*\*For a PDF version of this form, please visit: [www.ou.edu/content/provost/memos.html](http://www.ou.edu/content/provost/memos.html)\*\*\***

*Office of the Senior Vice President and Provost*  
*Norman Campus*

**Request for Sponsorship**

**Organization Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Recognized Student Organization? (Y/N) \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_ # of members in organization: \_\_\_\_\_

**Name of Event/Function:** \_\_\_\_\_

Location of Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Sponsorship (ad space, table, facility fees, etc): \_\_\_\_\_

**Total Event/Function Budget:** \_\_\_\_\_ **Total Amount Requested:** \_\_\_\_\_

***Student Organizations MUST have a University account/OU Foundation account for the distribution of funds***

OU/OUFN Account #: \_\_\_\_\_ OU/OUFN Account Name: \_\_\_\_\_

Signature Authority: \_\_\_\_\_ Account Balance: \_\_\_\_\_

**Please list sponsorship requests made to other departments, organizations, and/or non-university entities: (attach a list if more space is needed)**

Sponsor	Amount Requested	Amount Approved

**Previous Provost Office funding received by the organization - include all events during last 18 months: (attach a list if more space is needed)**

Date of Request	Event/Function	Date of Event	Amount

Provost Office use only:

Approve: \_\_\_\_\_ Deny: \_\_\_\_\_ Amount: \_\_\_\_\_ Signature: \_\_\_\_\_

Date approved: \_\_\_\_\_ Comments: \_\_\_\_\_

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**Requests for Conference Participation:**

How many organization members will attend the conference? \_\_\_\_\_

How were they selected to attend? \_\_\_\_\_

**Please list their names, student classification, and position in the organization. (attach a list if more space is needed)**

Name	Student Classification (Freshman, Sophomore, etc.)	Position in Organization (member or officer tide)

Are any of the organization's members giving presentations at the conference, or have any involvement in hosting the conference?  
 YES          NO          If yes, please describe. \_\_\_\_\_

Please attach a copy of the conference or event flyer, and/or registration form.