



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*****

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: _____

Office of the Senior Vice President and Provost
Norman Campus

Request for Sponsorship - Page Two

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 title)

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.