

# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

## STUDENT ORGANIZATION ALLOCATION REQUEST

Name of organization requesting funds \_\_\_\_\_

Nature of proposed activity \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Activity director(s) \_\_\_\_\_ Activity target group \_\_\_\_\_

Projected number of students to benefit \_\_\_\_\_ Facility to be used \_\_\_\_\_

Activity objective \_\_\_\_\_

Activity description \_\_\_\_\_

Other comments \_\_\_\_\_

Faculty advisor(s) \_\_\_\_\_ Telephone \_\_\_\_\_

### DETAILED BUDGET OF PROPOSED EXPENDITURES

Proposed Item	Funds Requested	Requesting Group's Financial Commitment	Total Cost
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

For fundraising and/or solicitations approvals, please contact Rose Landey at (901) 333-4577 or [rlandey@southwest.tn.edu](mailto:rlandey@southwest.tn.edu). Clubs and organizations can have only two (2) fundraisers a month as per TBR policy.

We, the undersigned, do certify that the information provided herein is correct, and in compliance with the Student Organization Allocation Request guidelines.

\_\_\_\_\_  
*President of Club/Organization*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Faculty Advisor*

\_\_\_\_\_  
*Date*

Amount of funds approved \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
*Committee Member*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Activities and Multicultural Affairs*

\_\_\_\_\_  
*Date*

Date received \_\_\_\_\_

Date reviewed \_\_\_\_\_