

The MSU COLLEGE OF LAW Alumni Association has limited funds which it may, in its discretion, make available to qualifying Student Organizations to help offset costs of a special event. Except in extenuating circumstances, all requests must be submitted *at least 30 days prior* to the event if you wish to receive a response prior to your event.

Name of Student Organization: _____

Name of Event: _____ Day/Date of Event: _____

Time/Duration: _____ Location: _____

Is this a one time event? YES NO If no, when was the last event held? _____

Total number and type of expected attendees (*i.e., students, faculty, others*): _____

Brief description of Event (attach supporting documentation if available)

Purpose: _____

Goal: _____

Speakers, noteworthy dignitaries: _____

Describe how your organization will publicize the event, and if Communications staff will assist: _____

Why should the Alumni Association provide financial assistance for this event? _____

What is the projected total cost of the event?

\$ _____

Amount of Alumni Association funds requested:

\$ _____

Describe how the funds will be used: _____

Please list all additional sources of funding for this event, including amounts:

Source:

Amount:

Confirmed/Pending:

How will your organization publicize/acknowledge the Alumni Association's support of this event? _____

Student Organization

Contact Person: _____ Phone: ____ - _____ Email: _____

Faculty Advisor: _____

The Committee will notify you within a reasonable time after receiving the completed Request Form.

FOR COMMITTEE USE ONLY

Approved Amount: \$ _____ OR Denied, reason: _____

Date the Contact Person was notified and by whom: _____

Date Accounting was notified and by whom: _____

Other notes: _____

MSU COLLEGE OF LAW
Office of Advancement

Lauren Wilton
ande1495@law.msu.edu

Request Process

The Alumni Association has *limited* funds which it may, in its discretion, make available to qualifying Student Organizations to help offset costs of a special event. Except in extenuating circumstances, all requests must be submitted *at least 30 days prior* to the event if you wish to receive a response prior to your event.

- Submit fund request to the Office of Advancement in Room 404. Forms must have **ALL** information fully completed to be eligible for funds.
- Your request will be forwarded to Alumni/Student Liaison Committee Chair.
- You will be contacted by the Office of Advancement staff with the Committee's decision.
- If approved, check will be dispersed through the Office of Advancement.
- Student Organization(s) **MUST** return feedback form for future financial consideration.

MSU COLLEGE OF LAW ALUMNI ASSOCIATION
FINANCIAL ASSISTANCE TO STUDENT ORGANIZATIONS

FEEDBACK FORM

The MSU College of Law Alumni Association is pleased to support your Student Organization event. After your event, please complete the following information and submit this with any expense receipts in the envelope provided. We appreciate the return of this information within 30 days after the conclusion of the event. Thank you.

Name of Student Organization:

Name of Event: _____

Date of Event: _____

Number of Attendees: _____

In what way do you think the event was successful? _____

Enclosed are receipts for the following expenses:

_____ Amount: _____

_____ Amount: _____

_____ Amount: _____

_____ Amount: _____

Submitted by: _____ Date: _____