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

O Approved Amount: $ _________  OR  O Denied, reason: ____________________________

Date the Contact Person was notified and by whom: _____________________________________________

Date Accounting was notified and by whom: ___________________________________________________

Other notes: _____________________________________________________________________________
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.
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: ________________