DEPAUL UNIVERSITY
COLLEGE OF LAW

Student Activity Discretionary Fund
Funding Request Form

Completed form MUST be submitted to the Director of Diversity, Inclusion and Student Life, Ana Vazquez-Rivera, at avazquez@depaul.edu or in Office 945 (O'Malley), at least **2 WEEKS PRIOR** to the date of the event or program for which you are requesting funding[2]

Any DePaul University College of Law (College of Law) students or student organizations that seek funding from the Student Activity Discretionary Fund must apply for funding via this form. Funding from the Student Activity Discretionary Fund is available for: student professional development, such as student attendance at conferences; student organizations that are seeking supplemental funding for specific programs or events; or for other substantive initiatives that are of benefit to students and the broader College of Law community.

Please note that this is NOT the proper form if you are seeking approval and initial funding for a skills competition (moot court, trial competition, etc.). For requests for skills competitions, you must submit the Competition Statement of Interest, Funding and Course Credit Request Form to Maria Ayala. Contact Maria Ayala at mayala5@depaul.edu for that form.

Funding decisions will be made in accordance with the procedures detailed in the Student Organization Funding Policy.

A. STUDENT ORGANIZATION REQUEST – If you are not requesting funds as part of a student organization but in an individual capacity, complete only section B on page 3.

    EVENT/PROGRAM DETAILS:

    Sponsoring Student Organization(s):

    _____

    Sponsoring Student Organization(s) Contact Person: (name, email, role in the organization)

    _____

    Event/Program Title:

    _____

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[2] If the estimated cost is $2,500 or above, this form must be submitted to Ana Vazquez-Rivera **at least 6 weeks prior to** the date of the event/program.

Event/Program Date, Time and Location: (include all potential dates)

_____

_____

Event/Program Speakers or Participants: (include the speaker's position/title and, if available, attach or list the URL to the speaker's bio or resume)

_____

_____

_____

What is the purpose of the event/program and how will it benefit the College of Law community? Be sure to note how it relates to the mission of your student organization.

_____

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Will alcohol be served or available at the event? YES or NO

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FUNDING REQUEST:

Amount requested from the Student Activity Discretionary Fund:

$_____

You **MUST** submit a separate sheet (excel or word document) with an itemized projected budget for the event/program for which you are requesting funding. In that document, you must also include:

- A brief statement regarding your organization's need for funding from the discretionary fund. This statement should explain why funding for the proposed event/program was not included in the initial budget request submitted to the SBA at the beginning of the semester and/or why the funding received from the SBA (if any funding was received) is not sufficient.

- Any other sources of funding (including anticipated ticket sales, if applicable).

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[2] If the estimated cost is $2,500 or above, this form must be submitted to Ana Vazquez-Rivera **at least 6 weeks prior to** the date of the event/program.

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B. INDIVIDUAL LAW STUDENT REQUEST

GENERAL INFORMATION:

Name, email, and year in school:

_____

Purpose for Request: (be sure to include all relevant information (date, location, sponsor, etc.) for the conference, event, program or other initiative for which you are requesting funds)

_____

_____

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How will your participation in the above conference/event/program be of benefit to you and your legal career? Use a separate sheet if necessary.

_____

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FUNDING REQUEST:

Amount requested from the Student Activity Discretionary Fund:
$_____

You **MUST** submit a separate sheet (excel or word document) with an itemized projected budget for the event/program for which you are requesting funding. Be sure to list any other anticipated sources of funding in your projected budget.

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[2] If the estimated cost is $2,500 or above, this form must be submitted to Ana Vazquez-Rivera **at least 6 weeks prior to** the date of the event/program.