



REQUEST FOR STUDENT CLUB TRAVEL, ACTIVITY OR FUNDS (SA-6)

All student club activities, on or off campus, must be approved by the Director of Student Activities, SGA and CFK's President Designee(s) for approval.

Club Name:

Key West

Middle Keys

Upper Keys

Event:

Date(s):

Time:

Location:

Type of Activity:

(Ex. Art show, solicitation, bake sale, raffles, car wash, yard sale, photo contest, other)

On Campus Event

Request type:

Off Campus Event

Club Event

Club Travel

Activity/event/travel description:

How will this activity/event or purchase benefit the students? The College?

Event contact or organizer:

Expected Number of persons to attend:

Will there an admission charge, if so, provide the charge for the following:

Yes

No

per CFK student

per non-student

Is this a request for funding? Yes No

If yes, select the funding source(s):

Club Account Student Activities Fundraising

Provide an estimated cost or expense?

OR

If purchasing a product or a service, provide a description:

If requesting multiple vendors, attach an additional page with the vendor information.

- ☐ Vendor's name:
- ☐ Vendor's address:
- ☐ Vendor's phone:

Actual amount being requested: \$

Date requested:

Student Submitting Form (signature and date required):

Club Advisor Approval (signature and date required):

Approved Denied

Director of Student Activities

Approved Denied

Associate Vice President of College and Community Engagement

Approved Denied

Vice President, Advancement

Amount Approved:

Comments if Not Approved:
