

Date Request Received: \_\_\_\_\_

**EVENT FUNDING ASSISTANCE COMMITTEE – REQUEST FOR DONATIONS**

***Please note: Incomplete requests may be returned to the requester, which may delay review of the request by the committee.***

**PART I. Organization Information (attach additional information if necessary):**

Name of UW-La Crosse Organization: \_\_\_\_\_  
Department/Unit                                  Student Organization                                  Faculty/Staff Organization

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Individual Submitting Request & Role within Organization: \_\_\_\_\_

Campus Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

***-----Please proceed to Page 2/PART II-----***

**FOR OFFICE USE ONLY - DO NOT COMPLETE THIS SECTION**

Date Request Reviewed: \_\_\_\_\_

**COMMITTEE COMMENTS/REVIEW**

Approved from Univ.Ctrs./#9110 Dining Budget: \$ \_\_\_\_\_

Approved from University Dining/Chartwells Budget: \$ \_\_\_\_\_

Approved from Pepsi Marketing Fund: \$ \_\_\_\_\_

Pepsi Order #: \_\_\_\_\_

Product/Merchandise Awarded (include value): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Comments/Special Instructions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART II. Request Information (*attach additional information if necessary*):**

Name of Event: \_\_\_\_\_

Website for organization and/or event: \_\_\_\_\_

Date, Time, Location of Event: \_\_\_\_\_

Is this event a fundraiser? If so, who is the beneficiary of the fundraiser?

How is this organization funded?

Anticipated Participation/Attendance (how many): \_\_\_\_\_ Students \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Community

(Include anticipated number of participants in each group and, if possible, attach names of individuals.)

Donation will be used for:            **Food** - Total dollar amount requested:            \$ \_\_\_\_\_

**Beverage** - Total dollar amount requested:            \$ \_\_\_\_\_

**Merchandise/Giveaways** - Total dollar amount requested:    \$ \_\_\_\_\_

**Grand Total** Dollar Amount Requested:                                    \$ \_\_\_\_\_

Identify specifically the food, beverage, or merchandise/giveaways you are requesting. Include the dollar value for each. (*This may require discussion with Dining Service/Catering staff or University Centers staff prior to completing this form.*)

Reason for this request:

How will the items being requested be used/provided to those attending the event?

Is this a co-sponsored event? If yes, please explain:

In addition to this request, has catering been requested through UW-La Crosse dining services for this event? If so, please describe.

Has funding been allocated for this event from other entities? If so, explain:

What is your event budget? Please attach any additional information:

**Please Attach the Following:**

- Completed Food Approval Form (if requesting food)
- Event Agenda, Poster/Flier, Event Advertisement, etc.
- Any additional information that will assist the committee in making their decision to allocate funding.

**Requested by:**

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Requester Signature

Date

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Advisor Signature

Date