



# MORTAR BOARD

National College Senior Honor Society

Agathai Chapter • UCLA

ucla@mortarboard.org • www.mortarboardat UCLA.org

# FUNDING REQUEST FORM

**When completed, send to the chapter Treasurer at least 14 days in advance of the activity. Completion of this form does not ensure that funds will be granted.**

REQUESTED BY	POSITION	PHONE	E-MAIL	DATE

### Activity Information

Category (check all that apply)

- Administrative   
 Leadership Development   
 Mortar Board Week   
 Publicity   
 Other: \_\_\_\_\_  
 Academic   
 Community Service   
 Selections   
 Social Event   
\_\_\_\_\_

Date of proposed activity

Name of proposed activity

Brief description of proposed activity

How will the requested operating funds be used? Please describe your entire budget for the proposed activity.

Please describe how sponsorship of the proposed activity will benefit Mortar Board.

Please list any other information needed you feel is important in considering this request.

Amount requested

\$

Is 50% of funding needed prior to the activity?

- Yes   
 No

If yes, make check payable to

**Note:** If your activity is approved (see below) and completed, you will be asked to submit a Chapter Expense Reimbursement form and **all receipts** to the chapter prior to reimbursement being provided.

### For Chapter Executive Board Use

Approved    Return copy of this form along with the following items to the service team contact:

- Amount approved \$ \_\_\_\_\_
- A check for up-front funding, if requested (limited to 50% of amount approved)
- Chapter Expense Reimbursement form

Not Approved    Reason(s) for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_