

PCLGBTC SPONSORSHIP REQUEST FORM

Please review the funding guidelines in Article VII of the PCSGDQE by-laws before submitting a sponsorship request to the Commission (<http://www.pcsgdqe.emory.edu>).

Date of Request: _____

Organization/Program: _____

Contact person: _____

Phone: _____ Email: _____

Campus Address: _____

Activity date: _____ Location: _____

1. Amount requested: _____

2. Please give a brief description of the activity:

3. How will this activity benefit the Emory community (please note expected attendance if relevant)?

4. Has this event been held in the past? Y N If so, where was funding acquired from?

5. Additional sources of funding sought and amount:

6. List all expenses and amounts or attach a detailed budget for this activity/event:

DESCRIPTION	EXPECTED COST
Total:	

**Submit this form to PCSGDQE Treasurer Jonathan Jensen at jjensen@alum.emory.edu
Requests will be considered at full commission meetings only – please refer to the schedule posted at <http://www.pcsgdqe.emory.edu>. All funds will be awarded on a reimbursement basis, pending submission of receipts and reimbursement forms or Emory University account number for transfer.**