

**Student Organization Event Sponsorship
Request Form**

Student Organizations must consult Department website for details and to ensure event meets Sponsorship requirements.

PART A – CONTACT INFORMATION

Name of Organization:
Name and Email of Event Contact (must be UCSD account):

PART B - EVENT/ACTIVITY DESCRIPTION

Name of Event/Activity:
Proposed Date of Event/Activity:
Event/Activity Description:

Estimated undergraduate attendance:
Have funds from another entity been requested? (If yes, please list. Include A.S. funds):

PART C - LINE ITEM COSTS: List items for which you are seeking sponsorship funding (Ex: room rental fee, flier printing, etc.) **PLEASE NOTE:** Alcohol, gift cards, and general operational purchase requests (blue tape, pens, etc.) will not be approved. See A.S. site for operational funding.

Item Description	Cost

Sponsorship Funding Request Total =

PART D – ATTACH: Price quotes and room confirmations for anything listed in PART C.

- * If sponsorship of event is approved, UC San Diego Department of Economics must be acknowledged on all advertising as a sponsor of the event.
- * All receipts must be submitted with a completed REIMBURSEMENT REQUEST FOR SPONSORED STUDENT ACTIVITIES and a **copy of this form with approval signature and amount** within three (3) business days of event or funding reimbursement commitment is void.

PART E – SIGNATURES

Student Signature: _____ Date Submitted: _____

Department Use Only

Department Signature: _____ Date: _____
Amount Approved: _____