STOCKTON UNIVERSITY

STUDENT SENATE SUPPLEMENTAL REQUEST FORM

Please complete the following supplemental form and attach supporting documentation. Clubs/organizations must meet with their Student Development advisor before meeting with the Student Senate Finance Committee. Please remember when applying for a supplemental we prefer you to have attempted to raise some money on your own, and to have bargained the price for certain things that you are purchasing.

**A. CONTACT INFORMATION:**

Name of Organization

Student Development Advisor

Contact Person’s name and phone number

**Circle Type of Request**: Program/Purchase/Travel/Conference

**Title**

**Location**

**Date and Time**

**Estimated Attendance**

Has the Student Club/Organization registered with Student Development (Circle) Yes/No

If You Have Circle No, Please explain why

Has the Student Club/Organization received any funding during the current academic year (Circle) Yes/No

If You Have Circle Yes, Please describe

 **\*\*FOR PROGRAM AND/OR PURCHASE REQUEST COMPLETE SECTION B ONLY\*\***

 **\*\*FOR TRAVEL OR CONFERENCE REQUEST COMPLETE SECTION C ONLY\*\***

YOU MUST ALSO SUBMIT A TRAVEL PACKET WHICH CAN BE FOUND IN STUDENT DEVELOPMENT

**B. SUPPLEMENTAL REQUEST FOR PROGRAM OR PURCHASE:**

Program Coordinator name and phone number

**ITEMIZED LIST OF EXPENSES: AMOUNT**

|  |  |
| --- | --- |
| **Food**  |  |
| **Speakers** |  |
| **Equipment** |  |
| **Other/Miscellaneous** |  |
| **TOTAL COST OF EVENT** |  |

**Total Cost** **Club’s Contribution** **Personal Contribution**

**Supplemental Amount Being Requested**

**C. SUPPLEMENTAL REQUEST FOR TRAVEL/CONFERENCE:**

Trip Coordinator name and phone number

**TRANSPORTATION EXPENSES:**

Charter Bus: **Total $**

Stockton Shuttle: **Total $**

Tolls and Parking Fees: **Total $**

Air Fare/Train Fare/FERRY:

Number of travelers x cost per ticket $ **Total $**

**REGISTRATION/ENTRY FEES:**

Number of Students x cost per student $

Number of Students x cost per student $

 **Total $**

**MEAL EXPENSES:**

*Do not calculate meals that are included in the cost of registration. Meals must come from personal or club contribution.*

 Breakfast(s) @ $ for travelers = $

 Lunch(s) @ $ for travelers = $

 Dinner(s) @ $ for travelers = $ **Total $**

**HOTEL EXPENSES:**

Number of rooms x cost per room $ x number of nights

Number of rooms x cost per room $ x number of nights

Tax $ **Total $**

**MISCELLANEOUS EXPENSES:**

OTHER (explain) **Total $**

 **TOTAL TRIP COST Total $**

**Total Trip Cost** **Club’s Contribution** **Personal Contribution**

**Supplemental Amount Being Requested**

**D. APPROVAL/VERIFICATION** \*\*\*FOR STUDENT SENATE USE ONLY\*\*\*

**Student Development Advisor Signature** **Date**

Recommendation:

**Finance Chair Signature** **Date**

**Adjustment to Supplemental** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Final Supplemental Amount** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_