REQUEST FOR
NPHC/Fraternity & Sorority Affairs
Funding for Leadership Events

Office of Fraternity & Sorority Affairs
211J Student Union
OKLAHOMA STATE UNIVERSITY
REQUEST FOR NPHC LEADERSHIP EVENT FUNDS

GUIDELINES:

- Organization must be in good standing with the University as determined by the Office of Fraternity & Sorority Affairs relative to academic and conduct standards.
- All requests will be reviewed by the Fraternity & Sorority Affairs Office.
- The budget request must be turned in at least two calendar weeks prior to the event.
- Funding will be based on the following criteria:
  1) leadership growth potential
  2) values based event, conference or program
  3) potential academic impact
  4) value to the community served
- Requests may or may not be approved for the full amount.
- Applicant will be notified of funding status within three business days of the application’s submission.
- The funding will be provided by check as expeditiously as possible after all required documentation (itemized below) is submitted to Liz Osborne, Office of Fraternity & Sorority Affairs, 211J Student Union.
- Funds allocated for events but not used shall be paid back to the co-sponsorship account within thirty days of said event. Failure to do so will place the group on probation for one year, during which the group will be ineligible to receive funding.
- Applicants approved for funding must provide the following documentation within one week after the completion of the event:
  1) invoice with the name of the organization, address, tax ID number (Employee Identification Number); an invoice template can be provided
  2) program/agenda of the event
  3) publicity material or summary of the experience from the attendees
  4) receipts of expenditures

If you have any questions, please call:
Liz Osborne, Fraternity & Sorority Affairs
(405) 744-5490
elizabeth.osborne@okstate.edu

ALL COMPLETED FORMS ARE TO BE RETURNED TO 050 SU.
OFFICE OF FRATERNITY & SORORITY AFFAIRS • OKLAHOMA STATE UNIVERSITY
REQUEST FOR NPHC LEADERSHIP EVENT FUNDS

Date of Application: ________________________________

Date Received at Fraternity & Sorority Affairs: ________________________________

Date Applicant Notified of Funding Decision: ________________________________

Organization Name: _________________________________________

Contact Name: _____________________________________________

Affiliation with Organization: ________________________________

Address: _________________________________________________

Phone: ________________________________________________

Other Phone: ____________________________________________

E-Mail: ________________________________________________

Name of Activity/Event: ______________________________________

Date and Time of Activity/Event: ________________________________

Documentation of Activity/Event attached: ______

Reason for Request: __________________________________________

________________________________________________________

Leadership opportunity/who will benefit: _______________________

________________________________________________________

Number of students participating: ______________________________

Number of estimated alumni participating: ______________________

Estimated other persons participating: __________________________
# ESTIMATED BUDGET FOR EVENT

## Income for/from Program: (Include all Donations and Other Sponsorship)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
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</table>

**Income Subtotal:**

## Expenditures for Program:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Expenditures Subtotal:**

**Net Total (Income - Expenditures):**

**Total Request:**

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<table>
<thead>
<tr>
<th>Advisor's Name</th>
<th>Address</th>
<th>E-Mail Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President’s Name</td>
<td>Address</td>
<td>E-Mail Address</td>
<td>Phone</td>
</tr>
<tr>
<td>Treasurer’s Name</td>
<td>Address</td>
<td>E-Mail Address</td>
<td>Phone</td>
</tr>
</tbody>
</table>
Office of Fraternity & Sorority Affairs • OKLAHOMA STATE UNIVERSITY
NPHC LEADERSHIP EVENT BUDGET REPORT

Turn this in no later than 7 days after said event/activity

Group Name: ________________________________

Contact Name: ______________________________

Affiliation with Organization: ________________________

Address: ________________________________________

Phone: _________________________________________

E-Mail: _________________________________________

Name of Activity/Event: ________________________________

Date and Time of Activity/Event: ________________________________

NPHC Funding Amount Approved: $________.____

Total Used: $________.____

Total Unused: $________.____

Please attach a copy of receipts for all items funded, indicating items and amounts.
INVOICE
Oklahoma State University
Student Association

Tax ID # _____________

Attn: _______________________________________________________

Address: _______________________________________________________

Stillwater, OK 74078

CUSTOMER NAME _____________________________________________ / /

NPHC Leadership Funding
Fraternity & Sorority Affairs
Oklahoma State University
211J Student Union
Stillwater, OK 74078

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>Reimbursement of shared expense</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date of Event</td>
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TOTAL $