

DSBA EVENT/MEETING FUNDING REQUEST FORM

ATTENTION: This form must be submitted to the DSBA Treasurer inbox (dsba.treasurer@lls.edu) at least two weeks prior to your event and must comply with the *DSBA Funding Request Instructions*. Please include the following in the subject line of your email: "Event Funding Request – [Name of Club/Student Organization] – [Date of Event/Meeting]." Failure to follow the *DSBA Funding Request Instructions* may result in denial of your request. Please note that submitting a timely funding request does not guarantee approval of the request.

Club/Student Organization Information

Club/Student Organization Name:	Club/Student Organization Contact Email:
Club/Student Organization President Name:	President Email:
Club/Student Organization Treasurer Name:	Treasurer Email:
Number of Club/Student Organization's Members:	The Club/Student Organization's Price of Membership (per member):

Event Information

Event/Meeting Name:	Number of Attendees:
Date of Event:	Location of Event:
Please describe the methodology for how the number of attendees was established:	
Description of Event:	
Will there be speakers at the event? If so, please provide their names:	

Itemized Request Expense Breakdown

Expense	Total (\$)	(Total) / (# of Club Members)	(Total) / (Expected # of Attendees)
Venue			
Food			
Other:			
Other:			
Other:			
Other:			
Subtotal			

Please justify your *Itemized Request Expense Breakdown*. For *each* itemized expense, describe the purpose of the expense, the vendor(s) involved (if applicable), and a clear description with relevant details (e.g., quantity, type of item or service). Note: Descriptions like "food" alone are insufficient. Be specific enough to justify your expense(s).

In a few sentences, please justify how your event would "...foster professional character and skill; further legal scholarship; facilitate communication among the faculty, administration, alumni/ae, and students; advance the professional understanding, integrity, and reputation of Loyola Law School; and to promote justice by involvement in the surrounding community."

Day Student Bar Association Constitution, Article II: Purpose and Character.

Funding Request Certification

By signing below, I certify that the information provided in this funding request is true and complete to the best of my knowledge. I understand that submission of this request does not guarantee approval of funds. Furthermore, I understand that in order to be reimbursed for an approved funding request I must comply with the *DSBA Reimbursement Instructions* (including maintaining itemized receipts).

Signature: _____

Name: _____

Title: _____

Date: _____