

### 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: \_\_\_\_\_