

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

Office of Fraternity & Sorority Affairs
211J Student Union
OKLAHOMA STATE UNIVERSITY

Office of Fraternity & Sorority Affairs • 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 Ival Gregory, Assistant Director of 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:
Ival Gregory, Fraternity & Sorority Affairs
(405) 744-5490
ival.gregory@okstate.edu

ALL COMPLETED FORMS ARE TO BE RETURNED TO 211J 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)

Item

Amount

Income Subtotal:

=====

Expenditures for Program:

Item

Amount

Expenditures Subtotal:

=====

Net Total (Income - Expenditures):

=====

Total Request:

=====

Advisor's Name

Address

E-Mail Address

Phone

President's Name

Address

E-Mail Address

Phone

Treasurer's Name

Address

E-Mail Address

Phone

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.

