



**The Graduate Student Senate**

Student Union; 2110 Hillside Rd., U-3008  
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For Office Use Only:

Approved

Not Approved

**Special Allocation Request Form**

Senate Meeting: \_\_\_ / \_\_\_ / \_\_\_

Prop #: GSS \_\_\_\_\_

SPECIAL ALLOCATION REQUEST FORM

\_\_\_ / \_\_\_ / \_\_\_

Organization

Date Submitted

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Senator: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Is your organization registered with the Student Activities Office? YES or NO

Name of Proposed Event: \_\_\_\_\_

Date(s) of Proposed Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Please briefly describe the event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where do you plane to Advertise? (check all that apply)

Email  Grad Dorms  Library  Graduate School  Daily Campus

Other: (please specify) \_\_\_\_\_

**NOTICE: All organizations must send PRIOR notice to the secretary for Senate advertising purposes.**

Please list any contributors to the event? List their contribution on the back under Revenue.

\_\_\_\_\_

\_\_\_\_\_

{Please see next page}

**BUDGET**

	<b><u>Expenses:</u></b>	<b><u>Requested:</u></b>	<b><u>Allocated:</u></b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
	<b>Total Expenses:</b>	_____	_____

	<b><u>Revenues:</u></b>	<b><u>Requested:</u></b>	<b><u>Allocated:</u></b>
1.	_____	_____	_____
2.	_____	_____	_____
	<b>Total Revenues:</b>	_____	_____
	<b><u>Total Requesting:</u></b>	_____	_____