



**IONA COLLEGE OFFICE OF STUDENT DEVELOPMENT  
Non-Event Funding: Conferences, Supplies, Miscellaneous**

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Club/Organization/Group:** \_\_\_\_\_  
**Advisor Signature:** \_\_\_\_\_ **OSD Signature** \_\_\_\_\_

**Please answer all questions below and provide additional information as necessary, including any relevant deadlines we need to be aware of.**

1. Have other forms of co-sponsorship or funding been received to offset the cost of this request (i.e., academic department). If so how much and from which department?
2. Purpose of request (what are you asking for: banner, conference, materials, etc.):
3. How does this expense benefit members of organization/club?
4. How does this expense benefit the school?
5. If a conference, what will you bring back to the campus community?

**Please provide all necessary information**

**Conference Example:**

- Registration fees
- Travel
- Hotel
- Expenses
- Date/s of Conference
- Other

**Supply/Material Purchase:**

- Please attach one or more quotes/estimates for product.
- Provide a draft of the design if applicable.

**Please provide any additional relevant information that will aid us in our decision.**

**Total Amount Requested:** \_\_\_\_\_  
**Anticipated revenue or money to come back to the school?** \_\_\_\_\_

For Office of Student Development Use Only:		
Date Received: _____	Notification of Decision: _____	Date of Decision: _____
Amount: \$ _____	Budget Line: _____	
Notes:		