# MINI-GSA COMMUNITY OUTREACH REQUEST FORM

## Mini-GSA Applicant Information

| Rep. Name: |  
| UCR Email: |  
| Department: |  

| Outreach Event: | Date and Location: |  

**Total Amount Requested:** $ ___________

**Nature of this Application:**

- [ ] Pre-event Request
- [ ] Reimbursement Request
- [ ] Requesting FAU (must include a Letter of Support from your Department Chair)

### Materials Check-list:

- [ ] Application
- [ ] Itemized Budget
- [ ] GSA Logo on Materials
- [ ] Letter of Support
- [ ] Original Receipt(s)
- [ ] Signature

## Community Outreach Proposal

**Statement of Purpose:**

```markdown


```

**Merit of Community Outreach Event:**

```markdown


```
## Itemized Budget

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<th>DATE</th>
<th>DESCRIPTION</th>
<th>CATEGORY</th>
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Subtotal: 

Total: 

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**Mini-GSA Representative Signature**

**Date**

**GSA VPAA Signature**

**Date**

**GSA Finance Officer Signature**

**Date**

**GSA President Signature**

**Date**

Applications are accepted on a rolling basis and are subject to approval by the Events and Allocations Committee. Community Outreach funds from the GSA will be available beginning January 2015. Along with this application, you must submit a Letter of Support from the Organization or Community receiving the outreach. If you are requesting an FAU, you must also include a Letter of Support from your Department Chair. Your Mini-GSA must be Active and In-Good-Standing before receiving Community Outreach funds from the GSA. This form may be filled out prior to the event or after the event has occurred: original receipts must be submitted in either case. The GSA Logo must also be present on materials relevant to the Outreach Event.