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   ☐ Requesting FAU (*must include a Letter of Support from your Department Chair*)

☐ Reimbursement Request

Materials Check-list:

☐ Application   ☐ Itemized Budget   ☐ GSA Logo on Materials

☐ Letter of Support   ☐ Original Receipt(s)   ☐ Signature

Community Outreach Proposal

Statement of Purpose:

Merit of Community Outreach Event:

Itemized Budget

DATE	DESCRIPTION	CATEGORY	COST
		Subtotal	
		Total	

_____

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.