



## AGENDA ITEM REQUEST

1. **Subject of Agenda Item Request:** \_\_\_\_\_

2. **Date Submitted:** \_\_\_\_\_ **Date(s) of event(s)/activity(s):** \_\_\_\_\_

3. **Contact Information:**

Requested by: \_\_\_\_\_ Telephone(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Representing: (please check one and state name)

Club: \_\_\_\_\_

Non-chartered

Chartered

Department: \_\_\_\_\_

Program: \_\_\_\_\_

Individual: \_\_\_\_\_

4. **Type of Consideration:** (please check one)

**Discussion Item** (board takes action on item)

Non-Fund Related

Fund Related: (check one)

Donation

Sponsorship

Club Allocation (only for clubs)

**Information Item** (board is only being informed)

Post Funding Presentation

Other: \_\_\_\_\_

5. **Cost Breakdown:** (please skip to step 6 if your agenda item request is non-fund related)

Item(s) (food, lodging, registration, etc.)	Vendor(s)	Amount of Units Requesting	Price per Item(s)	Estimate Total Price (before taxes)	Taxes (%)	Total Price
<i>Ex. Pizza</i>	<i>Costco</i>	<i>25</i>	<i>\$10.72</i>	<i>\$268.00</i>	<i>8% ~ \$21.44</i>	<i>\$289.44</i>

*\* Please include additional documentation to support your cost breakdown. (ex. receipts, invoices, quotes)*

6. **Agenda Item Detailed Description and Student benefit:**

**Received by:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_