

Contingency Request

Student Activities Office

Parsons Union Building
2017-2018

Lock Haven University

ALL requests must be submitted at least **2 weeks** prior to your activity for full consideration.

Club/Organization Name: _____

Contact Person: _____

Cell Phone Number: _____ LHU Email: _____

What type of Contingency are you requesting?

- General** – For an event or program already in the current budget in which there are insufficient funds.
- New Activity**- To plan a new club activity not currently funded or for a newly approved club to request funding.
- Uniform Funding** – To request funding for new uniforms. *Must meet establish uniform replacement guidelines.*

Provide a detailed description of your activity, including a cost breakdown budget.

Failure to provide a detailed description will result in automatic denial.

Use additional paper or back of sheet if necessary.

Total Amount Requesting: \$ _____

Club President Signature

Date

Club Treasurer Signature

Date

Club Advisor Signature

Date

Office Use Only

Approved ____ **Denied** ____

Club Notified By:

Comments:

Approved ____ Denied ____
Club Notified By:
Comments: