**Sponsorship Request Form For OVC Student Clubs**

|  |  |
| --- | --- |
| **CLUB NAME** |  |
| **EVENT NAME** |  |
| **EVENT DATE** |  |
| **TIME & LOCATION** |  |
| **FACULTY ADVISOR** |  |
| **EVENT LEAD** |  |
| **EVENT LEAD CONTACT (Email, Cell Phone #, Mail Box #)** |  |
| **PURPOSE (Description of Event)** |  |
| **EDUCATION PIECE (Take away from event)** |  |
| **MONEY REQUEST AMOUNT AND PURPOSE** | |  |  | | --- | --- | | Requesting: | | | $ |  | | $ |  | | $ |  | | $ |  | | $ |  |   **\*\* KEEP YOUR RECEIPTS AND INVOICES \*\*** |
| **COMPANY RECOGNITION  (How will they be thanked/ recognized during the event?)** |  |
| **POST THANK YOU DONE BY (Name of student writing thank you note.)** |  |

Faculty Advisor Email:

Faculty Advisor Extension: