**Sponsorship Request Form For OVC Student Clubs**

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| **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: