**Event Funding Request**

 **Graduate Student Association**

 West Chester University of Pennsylvania

**Event Funding Request**

The Event Funding Request form is for Department Representatives and Graduate clubs/organizations to request funding for events within their department/club/organization.

**How To Apply**

The form is to be completed at least 3­4 weeks prior to the scheduled event. This will allow time for the GSA executive board to review the request. Once approved, GSA will send the form

back to you with the guaranteed reimbursement amount listed in the approval line at the bottom of the page.

After the event, the individual who submitted the request is responsible for submitting the all receipts and any necessary signatures to GSA for processing.These documents can be submitted to our office located in McKelvie Hall – 102 W. Rosedale Avenue, West Chester, PA

19383 or via email to GSA@wcupa.edu.

**Allocated Amount for Reimbursement**

● $200 per semester

**More Information**

For more information, please contact us at GSA@wcupa.edu.