



## Club & Chapter Funding Request Form

The purpose of Club & Chapter Funding is to help clubs and chapters host experiences for their constituents. This form is used to request payment for services that will be/have been rendered and to request additional funding for alumni experiences.

Funding will be provided as a direct payment from The Summit Country Day School to a specific vendor. This form should be submitted four-to-six weeks in advance of the experience, and its submission does not guarantee approval of the expenditure.

Reimbursements will be made on a case-by-case basis. Please consult the Alumni Office before making any personal purchases.

### Requestor's Contact Info

First Name                      Maiden Name                      Last Name                      Class Year

Preferred Email Address                      Cell Phone Number

Chapter/Club Name

Role in the Chapter/Club

Club Host     President     President-Elect     Past President

This is a request for payment for  an upcoming  a past experience.

This is a request for additional funding.

A W-9, event contract and itemized list of charges is attached for my vendor/experience.

Total request of funding:

Event Name:

Event Type:

Date of Event:

Time of Event:

Time Zone:

Contract/Payment Deadline:

Event Location and Address:



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Purpose and event description:

What are the goals of this experience? How will it help to increase awareness and engagement of investment and involvement with The Summit?

If this is a request for additional funding, why should you/your group be awarded the additional funding?