**Rollins School of Public Health**

**Emory University**

# Co-Sponsorship Incentive Funding Request

**Instructions**

**Purpose:** This funding request form is for multiple (two or more) organizations/departments who are coordinating an event/program and would like some additional incentive funds.

**Requirements:**

* Co-Sponsorship Incentive Funding Request Form
* Itemized Budget of Anticipated Event Expenses

 - List expenses for supplies, alcohol, food, and miscellaneous items

 - Include how much each organization/department is contributing to each item, if anything

**Submission:** This form must be submitted at least **TWO weeks prior** to the event. Email the completed form and additional attachments to the RSGA Treasurer, Elizabeth Odunaiya, at elizabeth.odunaiya@emory.edu.

# Co-Sponsorship Incentive Funding Request Form

**Name of Program:**

Is this program an annual tradition? ( ) YES ( ) NO

**Purpose of Program:**

**Program Chair/Co-Chairs:**

#### Departments/Organizations taking part in the event:

**Estimated Attendance:**

#### Date of Event:

#### Anticipated Location(s):

**Total Amount Requested from RSGA**:

**Additional Information:**

**Itemized Budget:**