Student Government Bill Guideline Event Funding Request Form

1. Choose the Event Funding Request Form
2. Choose **File**
	1. **Download as:**
	2. **Excel**
	3. This will cause the file to open into a sheet in which you can add the needed information (note: the file is going to open up in an excel spreadsheet so you must have access to excel software).
3. Once in excel, choose the **Enable Editing** option if prompted.
4. The first information you should place in the document is the number of points your club has accumulated in that academic year:



1. You may then continue to enter the information about your trip.
2. Important Reminders:
	1. Please only fill out the boxes under the headings **Activities, Food, Promotional Items, Speaker, Miscellaneous, Cost,** and **Points**. (Columns A-F)
	2. If there are any other questions, please feel free to contact us at:

Phone: (719) 587-7948

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