GRO FUNDING REQUEST FORM, 2009-2010

Group Name: ________________________________________

Co-Sponsor(s), if any: ________________________________________

Place, Date, & Time of Event: ____________________________

Expected # of Participants: ___________ Expected # of Grad Students: ___________

Estimated Total Cost of Event: $__________ Amount Requested from the GRO: $__________

Please describe the event for which you are requesting funding (attach additional pages if necessary):

________________________________________________________________________________________

________________________________________________________________________________________

Please provide a detailed itemization of your total budget (attach additional pages if necessary). (If your event is a recurring event within a semester or academic year (such as monthly training sessions), clearly indicate costs per event):

<table>
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<th>Item</th>
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Please explain how you intend to publicize this event:

________________________________________________________________________________________

Please list other funding sources for this event:

________________________________________________________________________________________

The GRO may fund up to 75% of expenses for an event, to a maximum of $500 for academic events and $750 for non-academic events. The amount of funding that may be spent on food must not exceed $12 per person. We cannot, however, reimburse for alcohol or sales tax. Groups that receive GRO funding must publicize to the entire Homewood Campus (mentioning the GRO as a sponsor) and submit a completed evaluation form to the GRO office within one month of the event, which may be published in the Grad News. Any pictures of the event that may also be published in the Grad News are appreciated. All receipts must be submitted to the GRO within one month of the event or funding will be withdrawn. Unspent funding must be reported to the GRO.

Requests for $250 or less must be submitted (along with 15 copies) to the GRO office and will be considered by the Executive Board within two weeks of submission during the school year. Requests for more than $250 must be submitted (along with 30 copies) to the GRO office and will be considered at General Council meetings. Contact the GRO Treasurer if you have any questions or would like assistance with your request.

Contact person:

Name __________________________ Department __________________________ Grad Student? ______ Phone Number & E-mail Address __________________________

Signature __________________________ Date __________________________

Graduate Representative Organization Levering Hall, JHU, Baltimore, MD 21218 gro@jhu.edu