

Request for Gift Funds

Requests for funds (with Department Chair's approval) must be submitted to the Dean at least (10) days prior to need.

Faculty/Staff Sponsor(s): _____

Student Affiliate(s): _____

Campus Box _____ Extension: _____ Date: _____

Reason for Request: _____

Have you applied for other funding for this same project? If so, when and what is the status of that request.

Please estimate funding requested and provide a breakdown of expenses below.
(attach separate sheet as needed)

Item	Quantity	Cost
TOTAL		\$

*†How is this request for funding aligned with our Conceptual Framework, the Five-Year Plan, SOE goals, the Elon Commitment, or other university/departmental initiative, including diversity?
(NOTE: You do not have to align your request with all of these.)

Please provide other documentation that helps strengthen this request.

Approval of Department Chair/M.Ed. Director

Date

Approval of Dean

Date

* Special consideration will be given for projects that encourage interaction with diverse peers at other institutions.
† If your project is funded, you will need to provide a short paragraph and photo for publication in our newsletter to Jennifer Strange at jstrange3@elon.edu

FOR DEAN'S OFFICE USE ONLY

Funds to be received: \$ _____
Date Received: _____