Additional Required Items

- Forms are to be turned into the Campus Life Office (Student Union 130), by 5:00 p.m. Monday (At least two weeks in advance of the event)
- Detailed typed Program Description
- Detailed Budget

Please indicate the forms of advertisement your organization will be utilizing:

- Social media
- Flyers Poster
- Word of Mouth
- Handouts
- Tabling
- Chalking
- Other: ___________

*Please provide examples of your selected advertising forms*

Approval Signature of Organization Officer: ________________________________ Date: ________________
Approval Signature of GAC for Programming: ________________________________ Date: ________________

If you have any questions or assistance regarding this form or programming, please contact
Alex Wagner (alw201@pitt.edu)
Transportation Section: (Please only fill out section if you selected yes from the front of this application)

What is the address of the destination? _____________________________________
___________________________________________________________________
Name of faculty or staff member supervising: ______________________________
Supervisor’s contact information:
   E-Mail:______________________ Phone number: __________________________
Estimated number of seats: _____________________________________________
What time will the trip leave from campus: ______________________________
What time will the trip leave the destination: ____________________________
How many miles is destination from campus: ____________________________
What is the anticipated travel time: __________________

Transportation: Student Affairs will take care of
- booking transportation and finding quotes
- maintaining campus services bus lists
- Providing students with a waiver upon paying deposit.

Keep in mind
- Transportation is contingent upon bus availability
- All bus trips will require students to pay a $5 refundable deposit to Student Affairs 142
- Buses should always depart from the front of Blackington Hall
- Transportation to off-campus locations will need to be provided by an authorized vendor or university vehicle. (All requirements regarding the use of University vehicles will need to be followed.)

General Grant Application Rules
1) The program must be open to all students.
2) If food is going to be served on-campus, it must be provided by Sodexo and requested through the Office of Conference Services.
3) Organizations will be responsible for making room request, specifying physical plant needs, and promoting their events.
4) Depending on the nature of the activity or event, an advisor or other campus employee might be required to participate.
5) No grant money can be used to hold fundraising events. Although, grant money CAN be used for events that raise money through voluntary donations.