

NORTH HENNEPIN COMMUNITY COLLEGE – OFFICE OF STUDENT LIFE ACADEMIC OUTREACH ACTIVITIES GUIDELINES AND REQUEST FORM

The Student Life Academic Outreach Activities fund is intended to extend student learning beyond the usual reach of the classroom or laboratory. Funding will be available for staff and student generated activities that will enhance and broaden student learning, for which instructional monies in the past have not been available. Themes relating to instruction will be encouraged.

Money may be spent for registration fees, admissions, meals, transportation, lodging, and other expenses. Funding may be partial or comprehensive. Students may be asked to share a portion of the expenses, and student discounts will be used when available. This funding is not available for groups who have budgets through Student Life. *Note that funding available is on a first come first serve basis.*

Name of Class or Group _____
Contact Name and Phone Number _____
Event Name _____
Event Location _____
Date _____ **Time** _____

Name of Participants (attach separate list to this form)

Briefly explain the purpose of the event: _____

Identify funding amount requested: \$ _____

Identify other sources of funding: *(use additional pages if necessary)* _____

Name of requestor _____ **Request date** _____

Return form 3 weeks prior to the event to the Office of Student Life.

Approved ___ Denied ___ Director of Student Life's Signature _____

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