College of Agricultural Sciences
Student Activities Funding Request Proposal Form

Eligibility and Criteria:

- Funding is limited to clubs/organizations and teams within the College of Agricultural Sciences.
- Funding is limited to undergraduate students enrolled in the College of Agricultural Sciences, in good academic standing (minimum cumulative GPA of 2.0).
- Students enrolled in a different college can be considered for funding if they are enrolled in a CAS minor that relates to the club/organization or team.
- Each club/organization or team may submit up to two funding requests per academic year.
- Requests for faculty/adviser travel support will be denied.

Section One: General Information

Are you a club/organization or team? ◯ Club/Organization ◯ Team

Does your club/organization or team have an Associated Student Activities (ASA) account? If yes, complete section A. If no, complete section B. (This is to ensure any funding awarded gets disbursed accordingly.)

SECTION A: Club/Organization or Team with ASA Account Funding awarded to clubs/organizations and teams will be sent directly to the ASA account as identified below.			
Club/Organization/Team Name:			
Name of Person Submitting:		Email:	
Name of Faculty/Staff Adviser:		Email:	
Club President Name:		Email:	
Club Treasurer Name:		Email:	
ASA Account #:			

SECTION B: Club/Organization or Team with no ASA Account Funding awarded to clubs/organizations and teams will be reimbursed to the department after copies of paid receipts have been submitted to Jenny Storch (jus175@psu.edu) in the College of Ag Sciences Undergraduate Education Office.			
Club/Organization/Team Name:			
Name of Person Submitting:		Email:	
Name of Faculty/Staff Adviser:		Email:	
Academic Department:			
Department Financial Staff Contact:		Email:	

Revision Date: January 2026

Section Two: Activity Information

Title of Event: _____

Location of Event: _____ **Dates of Event:** _____

Event Type: ◯ Competitive ◯ Non-Competitive

Are team members enrolled in a credit-bearing course as a requirement/preparation for this team?

◯ Yes ◯ No If yes, what is the associated course? _____

Travel Itinerary: This is required to be included. If an official schedule from the actual event (e.g. conference program) is available from the event, this should be used. Failure to submit an itinerary may result in the proposal not being funded.

Description of Event (in a narrative format): This should include the following information:

- Event details
- Preparation for event
- Benefits of attending
- Goals of attending
- Professional benefits

This space should be used to justify the need for funding. Include all details the committee would need to know about the event to rationalize sponsorship. If additional space is needed, please attach another document.

Optional items to attach to proposal: Event Flyer, Brochure

Section Three: Student Participants

Students must be undergraduates and enrolled in the College of Agricultural Sciences (CAS).

If the student is not enrolled in CAS, they must be enrolled in a CAS minor related to the club/organization/team to be considered for funding.

If more space is needed, please attach an additional list.

Name	User ID *(abc123)*	Major	CAS Minor (if **not** enrolled in College of Ag Sciences)	Semester Standing

Section Four: Funding Request

Registration fees: Include documentation that shows the registration fees.

Cost per Student	Number of Students	Total
		$ 0.00

Lodging: Must use the allocation amount below and number of nights must match the travel itinerary.

Allocation per Student	Number of Students	Number of Nights	Total
$50.00			$ 0.00

Meals: Must use the allocation amount below and number of days must match the travel itinerary.

Allocation per Student	Number of Students	Number of Days	Total
$20.00			$ 0.00

Transportation: When completing this information, be realistic in estimating travel expenses. Supporting documentation to justify the cost of anticipated transportation must be provided. For example: a CONCUR search of flights showing comparable rates, a quote for a charter bus, or a schedule of rates for a rental vehicle.

Charter Bus	
	Quote Total

Bus Tickets		
Cost per Student	Number of Students	Total
		$ 0.00

Airfare		
Cost per Student	Number of Students	Total
		$ 0.00

Rental/University Vehicle		
Number of Days	Cost per Day	Total
		$ 0.00
Number of Miles	Cost per Mile	Total
		$ 0.00

Miscellaneous Expenses: Include any additional expenses that could be incurred during this event. Items not directly connected to or required for participation will not be considered unless included in registration fees.

Item Description/Explanation	Expected Cost

Total Funding Request:	$ 0.00

Section Five: Additional Information

Is additional funding available to support this event: ◯ **Yes** ◯ **No**

If yes, identify the sources of funding and estimated amount that is available:

If no, please clarify why additional funds are not available:

Has your club/organization/team submitted another proposal to be considered this academic year?

◯ **Yes** ◯ **No**

If yes, provide the proposal title and semester submitted.

Additional information for the committee to consider:

Section Six: Final Report and Signature

It is recommended for the club/organization or team to submit a one-page report upon their return describing their experience and outcomes. This report can be emailed to Jenny Storch at jus175@psu.edu.

Adviser: _____ Date: _____

Completed forms and supporting documentation should be submitted to:

Jenny Storch
jus175@psu.edu
101 Agricultural Administration Building
University Park, PA 16802