Christopher Newport University
Office of Recreational Services
Sport Clubs
-Special Funds Request Form-

Club Name: _____

Contact: _____ **Phone No.**: _____ **E-Mail**: _____

Contact: _____ **Phone No.**: _____ _____ **E-Mail**: _____

*****Please Note:** Be realistic in requesting Special Request funds. The total amount of money available in this budget line is limited and numerous clubs may apply.

Total Amount Requested: $_____

Please explain in as much detail as possible the need for the funds: Possible information may include:

- Name, date, and destination city of National Event
- How many people from the club are going to the event
- Event Entry Fee
- Hotel Costs - # of nights, # of rooms, room rate, and TOTAL cost. Please research lowest possible rates.
- Vehicle Rental – price per vehicle and number of vehicles being rented. Please research lowest possible rates.
- Gas - total miles per vehicle, # of vehicles, and project total cost based on current gas prices
- Anything else that might help the Sport Clubs Council in making a determination
- Also include a Grand Total

If request is for equipment, please describe the following:

- The need for the equipment
- Benefit to the club
- Price per unit
  - Quantity

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Total Amount Approved: $_____

Director of Recreational Services Signature:_____