

Dear Student,

On page 2, you will find an application for co-curricular funds provided by the Pacific Undergraduate Community Council (PUCC). These funds are set aside each year to help students or organizations participate in conferences, present guest speakers on campus, and other educational projects and activities that will benefit the Pacific community.

When filling out the application, please be sure to be as thorough as possible. The Co-Curricular committee comprised of students, teachers and staff here at Pacific will review this application, once submitted. **This form must be submitted electronically to kraf3857@pacificu.edu. You will then be notified if your application was approved for co-curricular funds as well as the amount you will receive.**

If approved, please be sure to keep a copy of all expenses incurred during the activity/project. The Business Office has a very strict policy about needing original receipts and paperwork. The proper receipts and paperwork need to be turned in soon after your activity/project in order for reimbursement. If you cannot cover the costs and need an advance, please be sure to note that on the application form, as well as the date the money is needed.

If you have any questions please feel free to contact me at kraf3857@pacificu.edu. You may also call the PUCC Office at 503-352-2183 to leave a message. We hope that we are able to help you with your activity/project that will in turn benefit Pacific University!

Sincerely,

**Amy Young
PUCC Budget Authority**

Co-Curricular Committee Application for Resources
Educational Programs/Conferences/Workshops

Name: UC #: Phone #:
E-mail: Amount Requested: \$

Are you currently a full-time student? YES NO Year in School:

Are you with a sponsoring PUCC recognized organization or club? YES NO

If yes, which club?

Date Money Needed:

Describe the activity/project for which you are requesting money:

How will your activity/project benefit Pacific University in terms of its goals?

How will you share your experience with the Pacific community?

How will the money be used? Please attach a detailed budget (travel, lodging, expenses, etc.)

What are your other sources of funding?

Additional Comments:

(Attach additional pages if necessary)