

Department of Chemistry Student Organization Support Request

The Department of Chemistry strives to support student organizations within the Department as much as possible. To aid in collecting information for these requests, we have developed this form, which may be submitted at the beginning of the academic year for all events or at any time during the year for an individual event.

To complete this form, please download this form, fill out the requested information and use the submit button to send the request. If support for more events than will fit on this form are being requested, please submit multiple forms. Please be as detailed as possible so we may appropriately evaluate the request(s).

There are two main types of support the department can provide. Those are administrative (help with logistics, reservations, procurement of items and rooms on campus, etc.), and financial (either direct payments or reimbursements). If financial support is requested and is provided via a reimbursement, we will need itemized receipts for all expenses. The department typically does not provide direct transfers to student organization accounts with Wilson Commons.

Please reach out to the Department Administrator for assistance with completing or submitting this form. Jeff Tschirhart, j.tschirhart@rochester.edu, 404A Hutchison Hall.

**Department of Chemistry
Student Organization Support Request Form**

Name of Student Organization _____

Description of Organization

Please provide a description of what your organization does and what sort of activities it engages in.

| | | |
|--|---------------------|---------------|
| Is this a single event request or a yearly request? | Single Event | Yearly |
|--|---------------------|---------------|

Contact Information for Organization

Name _____ Position _____ Email _____

Name _____ Position _____ Email _____

Faculty/Staff Advisor, if applicable

Name _____ Email _____

OFFICE USE ONLY

