

## Valdosta State University Alumni Association Campus Support Request Form



The Valdosta State University Alumni Association is pleased to offer support to VSU related activities and events. In order to insure adequate processing time, requests should be submitted at least 30 days before the date needed. When possible, the Association welcomes the opportunity to address your group.

Name of Organization \_\_\_\_\_

Mission of Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Date of Event \_\_\_\_\_ Date of Funds Needed \_\_\_\_\_

Type of Event \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Will attendees be: \_\_\_ students \_\_\_ faculty \_\_\_ staff \_\_\_ alumni \_\_\_ community (check all that apply)

Amount of support requested \_\_\_\_\_

How funds will be used \_\_\_\_\_

Total Program Budget \_\_\_\_\_

Method(s) of recognizing Alumni Association contribution, i.e. publicity: \_\_\_\_\_

\_\_\_\_\_

Amount of support from other sources (list sources, if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Yes! We would welcome the Alumni Association to one of our meetings.

Please contact \_\_\_\_\_ (if different from above).

Additional Comments or requests: \_\_\_\_\_

\_\_\_\_\_

Check should be made payable to: \_\_\_\_\_

*Attach page if additional space is needed.*

**To be considered, please complete this form and return it to:**  
VSU Alumni Association, 1500 N. Patterson St. Valdosta, GA 31698

Questions? Contact Office of Alumni Relations, at 229-333-5797,

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## Support Fund Reporting Guidelines

### Acknowledgements

Public acknowledgement of funding from the VSU Alumni Association should be included in any printed publicity materials, programs or reports. Please use the following single line of text for all acknowledgements.

This program is supported in part by the Valdosta State University Alumni Association.

The Alumni Association logo is available for use. Please request it, along with a style guide, from the Office of Alumni Relations 229-333-5797.

### Report

\*A brief, one-page report must be submitted following the completion of any program, activity or other event that received funding from the VSU Alumni Association. The report should summarize the highlights of the program, attendance, discussion and any other details that would help illustrate the impact of this program on Valdosta State University and its students. Reports should be sent within 30 days of the completion of the program to:

VSU Alumni Association  
1500 N. Patterson St.  
Valdosta, GA 31698  
Fax: 229-259-2558  
Email: [alumni@valdosta.edu](mailto:alumni@valdosta.edu)  
Website: [www.valdostastate.org](http://www.valdostastate.org)