

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

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

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
Website: www.valdostastate.org