

Request for Retention Funds – Creative Initiatives

Please turn form in to Office of Academic Administration

What do you plan to do and when?

What number of students will this serve?

How do you see this enhancing retention?

What will the money be spent on?

Has this type of event been funded in any other manner previously? Explain.

Amount requested: _____

Your name: _____

Date requested: _____

Note: A report of the activity is required before reimbursement is given.

Office use only:

Request approved: ___ Yes ___ No

Amount: _____

Comments:

Date: _____