



Office of Diversity and Inclusion Funding Request Form

Today's Date:

Request: (Provide specific details regarding your request, including a budget breakdown of how the funds will be used, if applicable.)

[Empty box for request details]

Target Audience (students, faculty, staff, etc):

Please detail the direct benefit to ODI and KSU:

Request or Event Information:

Form with fields: Date, Time, Location, Projected No. of Attendees, Requested Sponsor Amount, Dept. Budget Chart String, Name of Requestor, Department Name

Amount Awarded by Office of Diversity and Inclusion: \$
Approved by CDO: _____ Date: _____

Please review the following prior to submitting a request:

- All requests will be reviewed for compliance with Kennesaw State, Board of Regents, and State of Georgia policies regarding the transfer of funds between departments or the payment for specific activities/goods before an approval can be confirmed. (Policies vary based on how each department is funded.)
Presidential Commissions, who approve use of their commission funds for a sponsorship, will still be required to have the request reviewed for compliance by the Office of Diversity and Inclusion before any funds are committed by the Commission.
Please consider in your planning the amount of time between the date of the request and the date funds will be required and that you may be asked for supporting documentation per the nature of the event.
For sponsorships we do ask that the Office of Diversity and Inclusion is recognized for its contribution.

Email the completed form to ksudiverse@kennesaw.edu or call 470-578-2614 for questions or additional information.