



Office of Diversity and Inclusion  
Sponsorship Request Form

Today's Date:

Request: (Provide specific details regarding your request, including how the funds will be used and/or a proposed budget, if applicable.)

[Empty box for request details]

Target Audience:

Projected Learning Outcome(s):

Request or Event Information:

Date:	Time:
Location:	Projected No. of Attendees:
Requested Sponsor Amount: \$	
Dept. Budget Chart String (receiving funds, if applicable):	
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.

Email the completed form to Debra Hill, [dhill45@kennesaw.edu](mailto:dhill45@kennesaw.edu), or call 470-578-2614.