Funding request for an IEEE event

This form should be completed by any IEEE Queensland society chapter, affinity group, or student branch that seeks financial support from the Queensland Section for organising events (e.g. technical seminar, membership drive, distinguished lecturer).

Before completing this form, make sure that you have read the Queensland Section's funding guidelines available at http://ieee-qld.org/docs/funding.pdf

To apply for funding support, you are strongly encouraged to allow at least one week for the section committee to consider the application.

Please note that ideally the application form should be tabled during the section committee monthly meetings (second Tuesday of each month expect January and December). If this is not practical, please email the completed form to the section chair, vice-chair and treasurer.

| Applicant details: Chapter /Affinity group/Student branch: Chapter/Affinity group officer: Event details: Event type/title: Event date: Event venue: Speaker/s: Number of attendees (estimate) Budget estimate (AUD): Catering Venue hire Speaker gift Travel Others Total requested budget | | |
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| branch: Chapter/Affinity group officer: Event details: Event type/title: Event date: Event venue: Speaker/s: Number of attendees (estimate) Budget estimate (AUD): Catering Venue hire Speaker gift Travel Others | Applicant details: | |
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| Catering Venue hire Speaker gift Travel Others | | |
| Venue hire Speaker gift Travel Others | Budget estimate (AUD): | |
| Speaker gift Travel Others | Catering | |
| Travel Others | Venue hire | |
| Others | Speaker gift | |
| | Travel | |
| Total requested budget | Others | |
| | Total requested budget | |