

EVENT SHEET

This form must be completed in order to request funding from InterAction. Please use a separate event sheet for each event or activity that you are requesting to be funded by InterAction. Submit to both source@jhsph.edu and JHUinteraction@gmail.com

Name of Student Group:

Event or Expense Name/Type:

If applicable, estimated date of event (as best you can – time period can be flexible as needs change):

Contact person/people in charge of this expense/event (with contact info – email/phone):

Expense/Event Description/Purpose (please provide as many details as possible):

Itemized Expenses/Revenues (use table below):

Expense Description (include supplier if known – ex. 1 pack of pens: Office Depot)	Expense amount	Other sources of revenue (source name and amount):	Amount requested from InterAction:
TOTALS:	\$	\$	\$

***Include any other information that might help with the funding decision.**