

IEEE Activity Description Request for support

Date: _____

Name of activity:	
Venue:	
Start date:	Duration:
Brief description:	
Resources needed: (To request financial support, include an itemised budget)	
Health and safety measures (What risks are involved? What are you doing to diminish them?):	
Sponsors (Indicate if they are potential or confirmed):	
Collaboration (Name other student branches or organisations involved in the organisation):	
Expected attendance (Indicate general public, IEEE members, children, etc.):	
Submitted by:	Signature:

The completed and signed form should be e-mailed to the Section Treasurer at
r10auwa-treasurer@listserv.ieee.org.