**SSWCJ SPONSORSHIP REQUEST FORM**

Please submit the SSWCJ Sponsorship Request Form by October 31, 2022 to the Dean for University of Washington Tacoma Fiscal Year 2023. Please note that the deadline to submit the SSWCJ Sponsorship Request form to the Dean for any other fiscal year is October 15.

**1. Applicant Information**

|  |  |
| --- | --- |
| Name | Phone Number/Email |

**2. Event Details**

|  |  |
| --- | --- |
| Conference/Event/Meeting Name | |
| Destination (City, State) | Dates of Event |
| Description and Purpose of Event: Must include the purpose of the event and how it relates to the employee’s work, professional development, the relationship to the budget to be charged, and a description of the expected benefits to the university/grant/department. | |

**3. Funding Details**

|  |  |
| --- | --- |
| Amount Requested | Recipient/Organization to be Paid |
| Is Recipient/Organization External to UW? (Please check one box)  YES  NO | Is Recipient/Organization in UW Vendor Database? (Please check one box)  YES  NO |
| UW Budget Number (if applicable) | Payment due date |
| Reason for the sponsorship request | |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | Total request |  |   Estimated Costs (itemize what the funding is for) |

**4. Approval Signatures**

|  |  |  |
| --- | --- | --- |
| Applicant Signature | Applicant Print Name | Date |
| Dean/Budget Authority Signature | Dean/Budget Authority Print Name | Date |