



College of Physical & Engineering Science Student Council

Science Complex, Room 1505/1506

www.cpeessc.com

(519) 824-4120 x52543

PDR Form

A Petitions, Delegations, and Representations form is used when an organization wishes to request assistance or funding from the College of Physical and Engineering Science Student Council. Forms must be filled out in full and returned to CPESSC for consideration at least two days prior to the council meetings at which the request is to be presented. The PDR request should be made at least two full weeks prior to the event. Please clearly state all pertinent information such as the nature of the request, date, time, location, etc. Also, please attach a full budget, indicating a detailed spending list, as well as any other sources of funding. Your PDR may be returned to you if any necessary information is omitted.

Name of Event/Service: _____

Date: _____ **Location:** _____

Hosting Organization: _____

Contact Name and Position: _____

Phone Number: _____ **E-mail address:** _____

Estimate Total Attendance (if applicable): _____

For financial requests, if approved, make "cheque payable to":

Mailing address:

Amount Requested: _____

Description of Event/Service (if desired, you may attach a more detailed description of the event or service):

Remit this form, and any other attached forms, to our office (New Science Complex, Room 1505/1506), or via e-mail to cpeessc@uoguelph.ca.

For use by Treasurer:

Received By: _____ Date: _____ Date of Presentation: _____

Final Decision: _____