GENERAL FUNDING REQUEST

Please note the following before completing this application:

• This form must be completed by the listed Registered Student Organization’s Financial Officer.
• Requests will not be considered without a stamp of approval from the Student Life Office indicating the organization is in good financial and judicial standing with the university.
• Requests must be submitted by the end of the “Applications Accepted” date range [Student Funding Guidelines (Article II; Section 2.03)] to ensure adequate time for processing.
• Each line item for which an organization is requesting funding must have adequate documentation of proof of costs.
• No items should be bought or contracts entered before USG has transferred allocated funds into your organization’s account. All proof of costs should be quotes. Read the Student Funding Guidelines before completing this request.
• The Chairman of the Student Funding Board will contact a member of the organization informing them of their scheduled meeting time with the Student Funding Board.
• If a representative from the organization is not present at the meeting, the funding request will no longer be considered, and the event will not be eligible for funding.
• Questions concerning funding should be directed to Nick Roberts, Treasurer & Student Funding Board Chairman, in writing to the USG Office, by email to nickroberts@siu.edu, or by phone to 618-453-6738.

Name of RSO: _________________________________________________________________
Name of Event: _______________________________________________________________
Date & Time of Event: ___________________________________________________________
Location of Event: _____________________________________________________________
Brief Description of Event: _____________________________________________________

First Time Event (Y/N): ________ Annual Event (Y/N): _________
Estimated Attendance: __________ Actual Attendance (last time event was held): __________

RSO President
Name: ________________________ Email: ______________________ Phone: _____________

RSO Financial Officer
Name: ________________________ Email: ______________________ Phone: _____________

RSO Advisor
Name: ________________________ Email: ______________________ Phone: _____________

Total Event Cost: ___________________ Total Requested from USG: _________________
(from next page)
# Items for Which Funding is Being Requested

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<th>Item</th>
<th>Quantity</th>
<th>Total Requested</th>
<th>Description</th>
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Total Event Cost: ____________________  
(including items for which funding is not being requested)

Total Obtained from Other Sources: ____________________  
(can be an estimate)

Estimated Revenue from Event: ____________________

**Total Requested from USG:** ____________________

*By signing below, I affirm that all information contained on this form is true. I have read and understood the information contained on this application. I understand that any breach of the statements on this application can and will result in this event not being considered for funding. I agree to use all allocated funds in accordance with USG and university policy, and I understand that any misuse of funds will result in the revocation of any funding, and suspension from future consideration for funding.*

Signed

RSO President: x____________________ Date: __________

RSO Financial Officer: x____________________ Date: __________

RSO Advisor: x____________________ Date: __________