

FUNDING REQUEST FOR CAMPUS EVENT-ASWSUV

DIRECTIONS: This form may be used by any WSU Vancouver official organization, department, student, or employee to request funding for events, activities, or programs that: 1.) directly benefit all students, 2.) is open to all students, and 3.) meets the guidelines for funding set forth in the preamble of the ASWSUV Constitution by benefiting students educationally, socially, or culturally. This completed form must be submitted to the RSO Director.

Today's Date: _____
Sponsoring Organization or Person: _____
Contact Person: _____
Phone Number: _____
E-mail: _____
Event Date and Time: _____
Expected Attendance: _____
Event Name: _____
Description of Event: _____

Purpose of Event: _____

How Event Satisfies ASWSUV Preamble: _____

Proposed Advertising Strategy: _____

Proposed Funding Request (be complete and specific)

Item Description	Item Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total \$ _____

Senate Approval Yes No

Date: _____

Signature of ASWSUV Vice President _____

Signature of Student Involvement Coordinator _____

Steps to Complete

1. Complete form and submit to RSO Director
2. Find two senators to sponsor your request
3. Attend senate meeting in which your funding request will be voted on
4. Once approved, speak with Arlene Lopes in Office of Student Involvement about using your funds