

**School of Business  
Eastern Illinois University  
Recognized Student Organization Request for Funds**

**Procedures:**

- ✓ Submit the completed request to the Chair of the School of Business, LH 4025, at least three weeks prior to the event for which your organization is requesting funding.
- ✓ The request must be submitted to the Chair prior to the activity or event—no funding will be granted after the activity or event has been held.
- ✓ The request must be reviewed and approved by the RSO faculty advisor prior to submitting the request to the Chair.
- ✓ The request must be complete, detailed, and warrant funding.
- ✓ The maximum request per academic year is \$500.
- ✓ A copy of your University RSO Application must be on file in the Student Center for Academic and Professional Development.
- ✓ At the conclusion of the activity or event, a report summarizing the outcomes or results must be submitted to the Chair of the School of Business. This report must be submitted to the Chair in order to receive funding for additional requests in the future.

Name of RSO making the request: \_\_\_\_\_

Name and office held of student completing the request:

\_\_\_\_\_

Name

Office

Describe the activity or event, including how the funding will be used:

How does the activity or event support student learning?

How many students will be participating in the activity or event? (You may estimate.)

\_\_\_\_\_

Amount being requested to support the activity or event: \$\_\_\_\_\_

Amount of matching funds that the RSO is contributing through fund raising to support the activity or event: \$\_\_\_\_\_

Amount of payment being requested from each student member to support the activity or event: \$\_\_\_\_\_

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*Signature of student submitting the request:*

\_\_\_\_\_  
Student

Date: \_\_\_\_\_

*Signature of Faculty Advisor or Director of Accounting:*

- I have read and approve of the request being made

\_\_\_\_\_  
Faculty Advisor or Director of Accounting

Date: \_\_\_\_\_

*Approval of School of Business Chair:*

- The RSO making the request should be funded for the full amount requested to assist in conducting the activity or event.
- The RSO should not be funded for the full amount requested, but should be funded in the amount of \$\_\_\_\_\_.
- The RSO should not be funded for any amount.

\_\_\_\_\_  
Chair, School of Business

Date: \_\_\_\_\_