

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

Recognized Student Organizations (RSOs) in the School of Business may make requests of the Chair to fund activities that demonstrate evidence of advancing the goals and objectives of the organization. Funding will be based on the merits of the request and upon the availability of funds. The purpose of funding support to student organizations in the School of Business from the Chair is to:

- bring recognition to student organizations through participation in professional activities,
- support the efforts of student organization members to compete for awards and other recognitions of excellence at professional events,
- advance the leadership development of student organization members through participation in student leadership activities at professional meetings, enhance the professional development of student organization members.

Requests for funding support must be submitted in advance of the planned activity. Requests will be reviewed on an on-going basis; however, it would be advantageous to submit your requests as soon as possible. It is expected that requests will be submitted before the end of the fall semester. The funding limit per RSO is \$500 per academic year.

Only expenses which are allowable according to State of Illinois and University policies will be considered for reimbursement. See Melissa Gordon, LH 4009, before any money is spent. All expenses for which reimbursement is requested must be itemized for reimbursement, and no reimbursement will be authorized without ORIGINAL receipts of those expenses. A written report of the event funded must also be provided with the reimbursement request.

Requirements:

- Obtain a Funding Request Form from the School of Business website: www.eiu.edu/~business.
- Submit the completed request form to the Chair's office 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 before the request is submitted.
- If funding is approved for travel expenditures, see Melissa Gordon, Lumpkin 4009, for the rules and regulations prior to traveling. See Melissa within two weeks following the event to request reimbursement. Reimbursement requests must be made within 30 days of the event.
- 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 before the reimbursement will be made to the organization.