



## RSO Application for Student Senate Allocation Funds

<b>Council:</b> _____ <b>Council Representative:</b> _____ <b>Phone #:</b> _____ <b>CMB:</b> _____ <b>Student E-mail:</b> _____ <b>RSO:</b> _____ <b>RSO Treasurer (or Chief Student Leader):</b> _____ <b>Phone #:</b> _____ <b>CMB:</b> _____ <b>Student E-mail:</b> _____ <b>Faculty/Staff Advisor of RSO:</b> _____ _____	<i>Office Use Only</i>  _____ Date of Hearing  _____ Amount Allocated  _____ Senate Executive Treasurer Signature
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### Student Senate Allocation Process and Guidelines:

1. The Allocation Form must be turned in by the deadline.
  - a. Deadline for Allocations will be given by the Executive Treasurer during regularly scheduled Senate meetings.
2. The Council Representative and RSO Treasurer must be in attendance at the Allocation Hearing.
  - a. If the Treasurer is unable to attend then the Chief Student Leader of the RSO must attend.
  - b. Any other RSO Members (i.e. the person planning an event) that could contribute valuable information are encouraged to attend the hearing.
3. Be prepared to defend you request for funds and discuss your current budget.
4. If you are late to the allocation hearing time your request for funds will not be heard by the committee.
5. You may only request funds in advance.
  - a. i.e. You may not request funds to support events that have already occurred.

***We agree that all monies allocated to this organization will be used only for the items in the budget proposed in this application. We also understand that none of these funds may be used to purchase alcohol. We further agree to adhere to the Student Senate Allocation Process and Guidelines stated above.***

\_\_\_\_\_  
RSO Chief Student Leader's Signature

\_\_\_\_\_  
RSO Treasurer's Signature

\_\_\_\_\_  
Council Representative to Student Senate

\_\_\_\_\_  
RSO Advisor's Signature

***Please answer all questions on this page thoroughly and accurately. Please type out all answers on this form. If necessary you may answer on separate sheets of paper. You must be able to defend the answers to these questions as well as answer questions that may not appear on this form.***

1. How much money do you wish to Allocate at this time? \_\_\_\_\_

2. Please describe the event or project you will be using the allocation funds to finance.

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3. Please list any previous fundraising events that your RSO has had before this Allocation Hearing. Also include any activities that your RSO has put on for the Schreiner Community in the past year.

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4. Please include an itemized list for which the allocated funds will be used for.

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5. How much from your RSO budget are you planning on using for your activity or event?

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6. If given this money, how will it benefit the Schreiner Community? How will it benefit your organization?

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