

**Registered Student Organization Grant**

**Application Form**

**Funded by Student Activity Fees and**

**Managed by the Student Life Committee**

* **Click to fill in the blanks—incomplete forms will not be considered.**
* **Print the completed form.**
* **Route for Signatures.**
* **Submit to the Office of Student Affairs (US 155) for the Student Life Committee.**

**Date:** Click here to enter text.

**Registered Student Organization(s) sponsoring the event:**

Click here to enter text.

**Contact Information:**

**RSO Advisor:** Click here to enter text.

**Email Address:** Click here to enter text.

**Phone:** Click here to enter text.

**Contact Information:**

**President:** Click here to enter text.

**Email Address:** Click here to enter text.

**Phone:** Click here to enter text.

**Proposed Event:**

**Title:** Click here to enter text.

**Description:** Click here to enter text.

**Date:** Click here to enter text.

**Time:** Click here to enter text.

**Place:** Click here to enter text.

**Custodial and/or University Police coverage:**

Click here to enter text.

**Target Audience:** Click here to enter text.

**Anticipated Attendance (Non-RSO Members):** Click here to enter text.

**Special Setups or Requirements (which could result in rentals, insurance riders, etc.):**

Click here to enter text.

**IU Southeast students cannot be charged admission—will you be charging non-students to offset the cost of the event? Yes No**

**If so, provide anticipated fee & justification:**

Click here to enter text.

**Purpose & Benefits for IU Southeast as a whole:** Click here to enter text.

**Event Marketing Plan** **(e.g. *The Horizon*, *The Planet*, Campus Calendar, Video Bulletin Board) Marketing information must include this statement: “This event is funded by student activity fees”:**

Click here to enter text.

**Event Budget (include itemized costs, supportive documentation of costs, and total amount requested):**

Click here to enter text.

**Signature of RSO President** (who confirms that this RSO event is not an internal or external fundraiser):

**Date:**

**Signature of RSO Advisor:**

**Date:**

**Signature of Associate Director of Campus Life** (who will confirm RSO status and will facilitate the grant application, the accounting/funding disbursement process, and the event)**:**

**Date:**

Grant Application Submission Dates:RSO Grant applications must be submitted to the Office of Student Affairs by the second Monday of each month, September thru April. The Student Life Committee (SLC) meets on the second or third Friday of those months. Any request received after the monthly deadline will be considered at the following monthly meeting of the SLC. RSOs must submit a proposal *at least* one month prior to the proposed event.

Event Cancellation or Postponement:If the approved event is cancelled, the Office of Campus Life and the Office of Student Affairs must be notified and all appropriated funds must be returned to the SLC account. If the RSO wishes to postpone the event to another date, approval must be sought from the SLC.

Questions or Assistance:Please call the Office of Campus Life (812-941-2316) or the Office of Student Affairs

(812-941-2420) for assistance.

IU Southeast Student Affairs 2011 / Adapted from IUPUI 9/2010

**Amount Approved:**

**DATE:**