

Award Number: _____
Award Amount: _____
Finance Secretary Approval: _____



Time Stamp: _____

NOT FOR TRAVEL

Student Government

Application for Additional Funds

For Student Government Clubs/Departments/Individuals/Other Organizations

Use this form for making a request for additional funds for events, programs, or equipment purchases. Please read the Finance Committee Guidelines available at www.sg.rit.edu and return this completed form with the attached memo (instructions on reverse) to the Student Government office. If your event requires Event Registration, please see the EVR staff at the SAU info desk before submitting this paperwork to Student Government.

PART A. INFORMATION ABOUT THE CLUB/ORGANIZATION/INDIVIDUAL

Club/Organization Name: _____

Event Name _____ *Event Date* _____

Start Time _____ *End Time* _____

Requestor:

Name: _____ Position: _____

Phone: _____ RIT Email: _____

Alternate Contact (optional):

Name: _____ Position: _____

Phone: _____ RIT Email: _____

Advisor:

Name: _____ Signature: _____

Phone: _____ RIT Email: _____

Amount Requested: _____ Date Needed: _____

Purpose: _____

Are you also requesting funds from other sources? ☐ Yes ☐ No *If yes, please list in memo.*
Have you completed Event Registration (if applicable)? ☐ Yes ☐ No

-INSTRUCTIONS ON BACK-

Please submit the completed form and memo to the Student Government Office. After handing in the completed proposal, you will be contacted by email from the SG Director of Finance with further instructions. You may be asked to come and speak to the Finance Committee to clarify your request—please be prepared to give as much information as possible about your activity.

PART B.

INSTRUCTIONS FOR MEMO:

Please include section I and/or II in your memo. Be sure your memo answers the following questions: Who? What? Where? When? Why? How? Also, make sure you supply other sources of income for your organization if applicable.

I. Events or Programs:

1. In your memo please explain the theme and/or function of the event/program.
2. Explain how it will benefit your organization and the RIT community.
3. What methods will you and/or your organization use to advertise the event?
4. What is the estimated attendance?
5. Explain fundraising efforts your club/organization has already completed or plans to do.
6. Include in table format a detailed list of all **expenses** and **income** that will be associated with the event.

II. Equipment Purchases or other Acquisitions:

1. In your memo please give a detailed explanation as to how the purchase will benefit your club/organization.
2. Please include official estimates of the costs indicating the company who provided the estimate.
3. Include any fundraising efforts your club/organization has done and plans to do.
4. To assist with this request, be sure to include where your club/organization will be storing the equipment or purchase if storage will be needed.