



**RSO EVENT FUND INFORMATION**

**Organization** \_\_\_\_\_

**Contact Person(s)** \_\_\_\_\_  
Name (The officer of the organization who made the reservation)

\_\_\_\_\_  
Email Address Phone Number

**Date of Program** \_\_\_\_\_

**Program Times** \_\_\_\_\_

**Room** \_\_\_\_\_

**Program Type** \_\_\_\_\_  
(Example: dance, comedy show, lecture, etc.)

**IF YOUR PROGRAM RECEIVES FUNDING ATTENDANCE MUST BE OPEN TO ALL MEMBERS OF THE UNIVERSITY OF WASHINGTON-SEATTLE COMMUNITY.**

**Costs of Program**

Room Fee \_\_\_\_\_ Cleaning/Maintenance Fee \_\_\_\_\_

SAUF Personnel \_\_\_\_\_ Seating Charges \_\_\_\_\_

**Total Requested** \_\_\_\_\_

**FUNDING MAY NOT BE USED TO PAY FOR CANCELLATION FEES.**

Is this Program a fundraiser?  Yes  No

If yes, what will happen to the funds being raised (circle one)?

- A. Used internally by our organization
- B. Donated to an off campus organization(s)

If B, name(s) of organization(s): \_\_\_\_\_

Will you be seeking co-sponsors?  Yes  No

If yes name(s) of cosponsor(s): \_\_\_\_\_

Name of Student Activities Office Adviser: \_\_\_\_\_



## **RSO EVENT FUND INFORMATION**

The Services and Activities Fee Committee (SAF) has provided Student Activities and Union Facilities with funds, to assist Registered Student Organizations in making activities and events possible.

Registered Student Organizations may make requests for funding assistance for programs held in the HUB East Ballroom, West Ballroom, both Ballrooms, the Auditorium or SCC 316.

Funding will be granted only to cover the costs of the facility and SAUF personnel costs.

The maximum funding available per event is \$1,000.

Funding is only available for the period beginning one week before the start of Fall Quarter and ending the last day of finals for Spring Quarter.

Only one (1) event a quarter per Registered Student Organization (RSO) will be funded.

Funding requests forms can be obtained at the HUB Event Services, room 204L, the SCC Reservations Office, room 311, Monday-Friday 8am-5pm, or via a PDF file available at the SAO homepage. (<http://depts.washington.edu/sao>.)

All requests shall be turned in at either the HUB Event Services, room 204L, the SCC Reservations Office, room 311, Monday-Friday 8am-5pm, or via an attachment to an email to [\*\*sauf@u.washington.edu\*\*](mailto:sauf@u.washington.edu).

### **To be considered for funding, a Registered Student Organization (RSO) must:**

- Agree to work with a Student Activities Office (SAO) adviser.
- Reserve the space and have received a confirmation.
- Have sufficient time to plan a program.
- Be in accordance with all applicable SAUF, University and state policy and procedures.
- Support the University's goal of increasing the sense of community.
- Advertise the program as being open to all members of the University of Washington-Seattle community.
- SAUF must be included as a co-sponsor in all advertising.

Questions regarding the procedure should be directed to [\*\*sauf@u.washington.edu\*\*](mailto:sauf@u.washington.edu)

**SAUF 8/08**