



SAUF RSO EVENT FUND FORM

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.)

PLEASE NOTE THAT ANY PROGRAM FUNDED MUST BE ADVERTISED AS 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: _____



SAUF RSO EVENT FUND INFORMATION

Student Activities and Union Facilities, in an effort to assist Registered Student Organizations has a source of funding to help make 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.

FUNDING MAY NOT BE USED TO PAY FOR CANCELLATION FEES.

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

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 113, 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 113, 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)