School of Business
Eastern Illinois University
Recognized Student Organization Request for Funds

Procedures:
- ✓ Submit the completed request to the Chair of the School of Business, LH 4025, by October 31.
- ✓ The request must be submitted to the Chair prior to the activity or event—no funding will be granted after the activity or event has been held.
- ✓ The request must be reviewed and approved by the RSO faculty advisor prior to submitting the request to the Chair.
- ✓ The request must be complete, detailed, and warrant funding.
- ✓ The maximum request per academic year is $250.
- ✓ At the conclusion of the activity or event, a report summarizing the outcomes or results must be submitted to the Chair of the School of Business. This report must be submitted to the Chair in order to receive funding for additional requests in the future.

Name of RSO making the request: _____
Note that only RSOs listed on the School of Business registered student organization website are eligible to received funding using this form.

Name and office held of student completing the request:

_____   _____
Name   Office

Describe the activity or event, including how the funding will be used:

How does the activity or event support student learning?

How many students will be participating in the activity or event? (You may estimate.)
_____

Amount being requested to support the activity or event: $_____

Amount of matching funds that the RSO is contributing through fund raising to support the activity or event: $_____

Amount of payment being requested from each student member to support the activity or event: $_____

Signature of student submitting the request:

_____
Student

Date: _____

Signature of Faculty Advisor

☐ I have read and approve of the request being made

_____
Faculty Advisor

Date: _____

Approval of School of Business Chair:

☐ The RSO making the request should be funded for the full amount requested to assist in conducting the activity or event.

☐ The RSO should not be funded for the full amount requested, but should be funded in the amount of $_____.

☐ The RSO should not be funded for any amount.

_____
Chair, School of Business

Date: _____