

Community Forum Budget Request Form

Student Organization: _____

Organization Code: _____

Coordinator(s): _____

Coordinator E-mail address: _____

Coordinator Phone: _____

Submit this completed form to the S&A Board Office located inside Student Activities. The Board will contact you to schedule a hearing. The S&A Board meets on Monday & Wednesday afternoon throughout the school year between 3:10-5:10pm in the Student Activities Conference Room. S&A Board Hearings are open to the public and all are encouraged to attend.

Please circle a hearing Date Preference or leave blank: **MONDAY** **WEDNESDAY**

***Please note that the following supplementary
documentation generally needs to be provided***
(Be concise, more documentation is not necessarily better.)

- ☐ Complete budget summary on the reverse side of this form.
- ☐ Include RSO mission statement, meeting times, and information about group membership, including the number of regular meeting attendees.
- ☐ Recent event history, including Event Evaluations.
- ☐ For RSO requesting additional equipment, repairs, or replacement of equipment/parts please provide a detailed inventory list.
- ☐ Current budget history: How much is in your budget, what is its intended use or for what was it allocated? Is your group currently allocated a Learning Allotment?

Include an itemized spending plan for the attached budget including:

- ☐ Comparative pricing information, quotes/estimates, summaries with citations (e.g. web addresses, emails, etc.)
- ☐ Biographies for speakers/performers
- ☐ Evidence of correspondence with speaker/performer (emails are ideal)
- ☐ Description of event(s) that include plan and task delegation
- ☐ Travel requests must include confirmation of faculty/staff attendance or recommendation, as well as a plan to involve Evergreen community in the knowledge gleaned from the trip.
- ☐ RSOs are encouraged to seek outside funding and show evidence of (e.g fundraising, diversity fund, co-sponsorship, Greener Organization (RAD), support from academic programs, etc.), especially for travel requests.

Because of the small amount of time available at the beginning of hearings, we cannot guarantee you a spot during community forum. Please provide adequate documentation for all requested funds.

If you have any questions or concerns, please contact the S&A Board in the Student Activities Office or email saboard@evergreen.edu or call (360) 867-6221.