



Special Appropriations Application: Online Events Only

Finance and Budget Committee

REQUIRED:

Attach an Event Budget Planning Worksheet listing all estimated and confirmed expenses for this event. Attach current quotes and estimates from vendors.

Total Funds Requested:

RSO INFORMATION

Full RSO Name

SAO Adviser Name

Today's Date
(MM/DD/YYYY)

RSO Officer Name

UW Email

Phone

RSO Description

EVENT INFORMATION

Event Name

Event Date
(MM/DD/YYYY)

Event Platform (Zoom, Instagram Live, etc.)

Speaker/Performer Name

Event Description

Admission Prices
(if applicable)

Students

Non-Students

Who is the Primary Audience?

<i>Day-of</i>		
<i>Advanced</i>		

What is the expected attendance at your event?

Undergraduate

Graduate & Professional

Faculty/Staff

Non-UW



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What steps is your RSO taking to ensure your event is accessible?

HISTORY

Has your RSO received ASUW funds previously?

Yes

No

Has your RSO presented this event previously?

Yes

No

If yes, answer the following:

How many non-students attended?

Where was the event held?

How many students attended?

How much was admission?

FUNDING SOURCES

Have you attached the Event Budget Planning Worksheet detailing all itemized program costs and financial co-sponsorships (including GPSS and other funds)?

Yes

No

FUNDING CONDITIONS

Please read each condition and check the corresponding box to affirm your agreement.

By accepting funding from ASUW, our RSO agrees to:

- Include the ASUW logo on all event promotional materials (found at comm.asuw.org)
- Verbally announce the ASUW as a funder of your event
- Admit at least one member of the ASUW Finance and Budget Committee to your event, free of charge
- Report the total number of event attendees and the total monetary amount of external funding received to the ASUW no later than 2 weeks after the event has occurred
- Return 15% of the net profits to the ASUW to promote the continuation and growth of the Special Appropriations Fund

I, the undersigned RSO officer, certify that I have read and will abide by the policies for ASUW Special Appropriations and that all information provided on this application and the attached Event Budget Planning Worksheet is accurate and up-to-date

RSO Officer Signature

Date

Thank you for completing the ASUW Special Appropriations Application. Please submit to saofunds@uw.edu. Please check the UW Email you provided frequently for updates. If you have any questions about the process or your application, please visit money.asuw.org or email asuwfb@uw.edu.



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OFFICIAL USE ONLY

	Amount Approved	Date Approved
ASUW Finance and Budget Committee		
ASUW Board of Directors		

ASUW Finance and Budget Director Signature

Date

SAO Adviser Signature

Date