



Special Appropriations Application

Finance and Budget Committee

REQUIRED SUPPLEMENTARY MATERIALS:

The following required materials should be submitted with your application.

- 1) An event budget that lists all estimated and confirmed expenses and fund sources.
- 2) All relevant quotes and estimates for honoraria, facilities, and/or equipment.

Amount Requested:
(Maximum \$2500)

RSO INFORMATION

Full RSO Name

SAO Advisor

Today's Date

RSO Officer Name

UW Email

Phone Number

RSO Description

EVENT INFORMATION

Event Name

Event Date

Event Location

Speaker/Performer Name

Event Description

Ticket/Admission Costs

	STANDARD PRICE	DISCOUNT PRICE*	
UW STUDENTS →			*If you plan to offer any discounts, please explain.
NON-STUDENTS →			

Attendance

What is the expected attendance at your event?

Who is the primary audience for the event?

UW Undergraduate

Graduate & Professional

UW Faculty & Staff

Non-UW & Alumni



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HISTORY

Has your RSO received ASUW funding previously?

YES

NO

Has your RSO held this event previously?

YES

NO

If yes, answer the following:

How many UW students attended?

Where was the event held?

How many non-students attended?

How much was admission?

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 and ADA statement on ALL event promotional materials
- Verbally announce the ASUW as a sponsor during your event
- Freely admit at least two members of the ASUW Finance and Budget Committee to the event and allow them full participation in event activities at no additional cost
- Provide a detailed report of the event no later than 3 weeks after the event has occurred. The report form can be found at <https://money.asuw.org> and will be emailed to you
- Return 15.0% of the net profits from the event 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 materials 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.

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