

## STUDENT ORGANIZATION SUPPORT

The goal is to provide funding and support for RIT student club and organization events and activities that promote access and engagement on campus. In order to increase AES's outreach and support for its student population, a limited amount of funds have been allocated to provide sponsorship opportunities. This centralized AES sponsorship effort provides an efficient and simple means for RIT student clubs and organizations to request sponsorship funds for events and activities. Events and activities should adhere to the mission of the Division of Access, Engagement, and Success.

### Allowable and Non-Allowable Expenses

- Allowable: General event and activities costs (FMS, food, printing, etc.)
- Not Allowable: Support cannot be used for salaries or to purchase alcohol
- Not Allowable: Support will not be allocated to support individual student travel

### Funding Criteria

- Funding support from the Division should not be the sole source of funding for the event
- Must have an RIT sponsored account for fund transfers or reimbursements
- Must have an impact on the RIT campus community
- Must turn in receipts for reimbursement within 48 hours of event or activity completion
- Must turn in event attendee list within 48 hours of event or activity completion
- Must use the AES or corresponding department identifier on all promotion materials

### Funding application Process

If your student organization/club is seeking funding for an event that promotes access and engagement, please read and complete the application below. The form and supporting documentation should be emailed to the AES Financial Director, Ricki Wensel, [rlwnsc@rit.edu](mailto:rlwnsc@rit.edu).

- A request must, first, be made to the Student Government Association (SGA) and the ALANA Collegiate Association (ACA) for support prior to applying for funding from AES.
- Requestor must submit completed application to the AES Financial Director, Ricki Wensel, [rlwnsc@rit.edu](mailto:rlwnsc@rit.edu) at least 3-4 weeks prior to the event date.
- Committee members will review applications and decide level of funding.
- The Financial Director will respond to the request and follow up with funding logistics.

For accounting purposes, please be very careful to **KEEP ALL** of your **RECEIPTS**.

## STUDENT SUPPORT APPLICATION

### Club/Organization Information

Requestor's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Club or Organization: \_\_\_\_\_

Who is responsible for your club/organization (SG, College/Dept., etc.): \_\_\_\_\_

Organization's RIT Faculty/Staff Advisor: \_\_\_\_\_ Email address: \_\_\_\_\_

Organization's Financial Assistant: \_\_\_\_\_ Email address: \_\_\_\_\_

### Event Information:

Name of Event: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

*Please, briefly describe the goals and purpose of the event:* \_\_\_\_\_

Number of expected event participants: \_\_\_\_\_ Students \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Others \_\_\_\_\_

## Funding Request

Please provide a breakdown of your event's budget. Also please feel free to add additional items as necessary below.

\_\_\_\_\_  
\_\_\_\_\_

We request that you disclose other funding sources & other requests that you have made, or will be making.

Name: SGA Amount: \_\_\_\_\_

Name: ACA Amount: \_\_\_\_\_

Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Name: \_\_\_\_\_ Amount: \_\_\_\_\_

### Event Budget

Supplies \_\_\_\_\_

Decorations \_\_\_\_\_

Food \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

**Amount Requested** \_\_\_\_\_