**CONFERENCE REGISTRATION FUNDING APPLICATION**

REQUEST GUIDELINES

As outlined in the ASUW Finance Policy, ASUW will not cover travel, lodging, or meal expenses associated with attending this conference. Funding is available for conference registration fees only.

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| [ ]  **Maximum of $500.00 (per RSO, per semester) may be requested** |
| [ ]  Funds are only for students; no faculty, staff, or non-university persons |
| [ ]  RSOs will be reimbursed after conference with proof of registration |
|  |

**INSTRUCTIONS**

1. ****Submit the signed request to ASUW Office (Room 020, of

the Wyoming Union) by **Monday at 5 PM - five** **weeks**

**prior** to the conference/competition.

2. RSO Funding Board meets **Mondays at 3:00-5:00pm** in

room 202 of the Union. The Director of RSO Relations

will schedule a time for your RSO to present its request and

will notify the contact person of your specific time.

1. After the RSO presents its request to the RSO Funding Board, board members will (1) approve the request, (2) approve it with amendments, or (3) deny funding.
2. The RSO will be notified of the decision within **24 hours**.
3. If the request is approved, a representative of the funded RSO must visit the ASUW Office to access the funding.
4. Please have all receipts turned into the ASUW office that pertain to the ASUW funding within 10 days, otherwise **you may be held liable for expenses.**

***Complete all yellow sections of this form.***

Name of RSO

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Contact Person Phone Number

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| --- | --- | --- |
|  |  |  |

E-mail Address

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Conference Name Conference Date(s)

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| --- | --- | --- |
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Advisor

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E-mail Address Phone Number

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Does your RSO collect dues? If YES, how much and how are the dues used?

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| --- | --- | --- |
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In the past, what on-campus events have your organization sponsored?

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**EVENT INFORMATION**

***All fields in this section must be completed with detailed information about the event.***

Location Dates

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| --- | --- | --- |
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Registration Fee (per attendee) What is included in the registration fee?

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| --- | --- | --- |
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Description of Conference

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How will attendees use the experience of attending this conference to benefit the campus community? Be specific.

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Will the attendees give an on-campus presentation upon returning from the conference?

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Presentation Information:

Date Time Location

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| --- | --- | --- | --- | --- |
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**FUNDING REQUEST**

Describe any organizational funds that your RSO has committed to the event.

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List other sources of funding that are committed to this event.

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| --- | --- |
| **Source** | **Amount** |
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|  |  |
|  |  |
|  |  |
| **Total**  |  |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*The total amount requested may not exceed $500.00\*\*\*\*\*\*\*\*\*\*\*\*\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Attendee** | **Position** | **Class Standing** | **Amount Requested** |
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| **Total** |  |

Signature of RSO Representative Date