



|  |
| --- |
| **HUB Registered Student Organization Event Fund Application** |

Applications can only be submitted by 1 of the 5 RSO Officers starting on 10/1/20 for Fall Quarter Events and 11/16/20 for Winter Quarter Events. Applications for Spring Quarter TBD. Applications must be received at least 3 weeks prior to the event. The maximum grant an RSO may receive is $500 per academic year to be used for virtual events only and cannot be used for cancellation fees.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Full RSO Name |  | SAO Adviser |  | Today’s Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| RSO Officer Name |  | UW Email |  | Phone |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Event Name |  | Type of Event (i.e. Concert, BBQ, Fair, etc.) |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Event Date(s) |  | Event Time(s) |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Event Location |  | Event Purpose/Goal |

|  |  |  |
| --- | --- | --- |
| Event Facility Reservation copy attached? |  | Yes  No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes  No |  | Yes  No |  |  |
| Is Event a Fundraiser? |  | Will you donate money raised to an off-campus organization(s)? |  | If Yes, Organization(s) Name(s) (Attach separate sheet for more names)**If Yes, you must also attach the** [**Charitable Fundraising Request Form**](http://depts.washington.edu/thehub/sao/rso-forms/)**.** **If Yes, attach an approval letter from off-campus entity.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes  No |  | If Yes, list the organization names and itemized items on the Event Budget Planning Worksheet. | | |
| Will you be seeking *financial* co-sponsor(s)? |  | (See next question) | | |
|  | | |  |  |
| **REQUIRED**: Have you attached the Event Budget Planning Worksheetlisting all itemized program costs requested? | | |  |  |
| Yes  No | | |  | TOTAL Amount Requested(must not exceed $500) |

**Mandatory Requirements**: **Include the HUB & SAF logos (found in RSO Community) on all physical and electronic materials.**

**Please provide SAO with a physical and/or electronic copy of your program/flyer, along with photos from your event.**

**I certify that I have read and will abide by the** [**policies**](http://depts.washington.edu/thehub/sao/rso-policy-guide/rso-event-funds-the-hub/) **for the HUB Event Fund for Registered Student Organizations.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| RSO Officer Name & UW Email |  | Date |

Questions? Contact SAO: 206-543-2380 | saofunds@uw.edu | HUB 232

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SAO Use Only** | SAO Adviser Reviewed: |  |  | FINAL Approved Amount: |  |
|  | SAO Approval: |  |  | Project Code: |  |