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| **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, 11/16/20 for Winter Quarter events, and 3/1/21 for Spring Quarter events. 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.

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

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

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

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

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| Event Location |  | Event Purpose/Goal |

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| Event Facility Reservation copy attached? |  | [ ]  Yes [ ]  No |

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| [ ]  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.** |

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| [ ]  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) |
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| **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.**

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| RSO Officer Name & UW Email  |  | Date |

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

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