



For Office Use Only: Date Received: ___/___/___ Verified by: _____ ___ Risk Management Statement of Completion on File ___ Registration/Renewal Form on File ___ Attended a Student Organization Training Session

Multicultural Student Activities Programs
Student Organization Leadership Funding Request
for
Programs | Speakers & Entertainers | Campus Events

Thank you for submitting a S.O.L.F. application to the Multicultural & Student Activities Programs office. We look forward to assisting your student organization. The Student Organization Leadership Fund is a great opportunity to utilize resources that not only provide items your student organization may need but also to advance student engagement and contribution to participation in ASU! S.O.L.F. exists as a tool to teach money management, communication and planning skills to students. It is the expectation that students will complete funding paperwork, create and evaluate programs. The Multicultural & Student Activities Programs office is available to assist student organizations in planning events and travel plans.

If you have any questions regarding these procedures, please contact
 MSAP – Student Organizations at organizations@angelo.edu

Student Organization Name: _____

President: _____ CID#: _____ Phone: _____

Signature: _____ Email: _____

Student to be contacted regarding trip details in addition to the RSO President.

Name: _____ Email: _____

Advisor Review:

By signing below, I certify that I have reviewed and I support the following SOLF funding request.

Name: _____

Signature: _____

Phone: _____

E-mail: _____

Event Information:

Project/Event Name: _____

Date/Time of Event: _____

Location of Event: _____

Are you collaborating with other Registered Student Organizations (RSO)? Yes/No
If yes, explain and list which organization(s) and their contribution.

Are there any potential risks associated with this event that will require additional planning? Yes/No/Unsure
If yes, please explain what precautions are being taken to prevent risk.

Describe the activity/project/event.

How will the participants and the ASU community benefit as a result of the event?

How will you market for this event?

List all EXPENSES in detail. Include information where purchase(s) will be made. Attach order approvals and invoices for items such as catering, supplies and facility rentals. Attach websites and all information needed for online purchases.

Funding Provided by Student Organization:

This includes but is not limited to funding received from ASU departments, sponsorships, fundraisers and/or organization member contribution.

	Amount
Advertising _____	\$ _____
Catering _____	\$ _____
Facility Rental _____	\$ _____
Speaker Fees _____	\$ _____
Special Equipment _____	\$ _____
Total Provided Amount	\$ _____

Funding Requested from SOLF:

	Amount
Advertising _____	\$ _____
Catering _____	\$ _____
Facility Rental _____	\$ _____
Speaker Fees _____	\$ _____
Special Equipment _____	\$ _____
Total Requested	\$ _____

Total Cost of Project/Event \$ _____

Action Taken By the Student Organization Advisory Council and the Multicultural & Student Activities Programs Staff:

Not Approved _____

Pending _____

Approved _____

Amount: \$ _____

Vote Tally _____

Comments:

Signatures:

 Student Organizations and Activities Coordinator

 Date

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Date Received: ____/____/____	Verified by: _____
Date Paperwork Was Completed: _____	
Requisition Number: _____	
Expense Report Completed: _____	