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

Center for Student Involvement
Student Organization Leadership Funding Request

Thank you for submitting a S.O.L.F. application to the Center for Student Involvement. 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 Center for Student Involvement is available to assist student organizations in planning events and travel plans.

If you have any questions regarding these procedures, please contact
Heather Valle, Coordinator for Student Organizations, heather.valle@angelo.edu
****

Student Organization Name: _____

President: _____ CID#: _____ Phone: _____

Signature: _____ Email: _____

Student Contact, if not 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)?

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?

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. (Walmart, Academy, etc.) 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: Amount

Advertising _____ $ _____

Catering _____ $ _____

Facility Rental _____ $ _____

Speaker Fees _____ $ _____

Special Equipment _____ $ _____

Total Provided Amount **$** _____

Funding Requested from SOLF:

Advertising _____ $ _____

Catering _____ $ _____

Facility Rental _____ $ _____

Speaker Fees _____ $ _____

Special Equipment _____ $ _____

Total Requested _____ $_____

Total Cost of Project/Event $ _____

Action Taken By the Student Organization Advisory Council and Center for Student Involvement:

Not Approved _____

Pending _____

Approved_____ Amount: $ _____

Vote: _____

Comments:

_____

_____

_____

Signatures:

_____ _____

Coordinator for Student Organizations Date