

RSO Weekend Programming Grant Proposal Form

Office of Campus Life 251 Gemmell Complex

814-393-1688

Web Site: www.clarion.edu/student/ocl

ELIGIBILITY

- All RSO paperwork must be current and RSO must be in good standing to be eligible for the grant (up to \$200).
- Event must be held 5 PM Thursday through Sunday at midnight.
- Event must be open to all Clarion University students.
- Grant Proposal must be submitted at least 3 WEEKS BEFORE EVENT; RSOs will be notified two weeks prior to the event the amount of the grant.
- Event should be held in Gemmell Student Complex.
 - Requests for exceptions must be stated on application.
 - Events not held in the Gemmell Student Complex are only eligible for up to \$100.
- One grant per event regardless of how many RSOs are sponsoring the event.
- Receipts for the event must be turned in to the Office of Campus Life within two weeks of the event. If the receipts are not submitted on time, the sponsoring RSO will not receive the reimbursement

EVENT PLANNING

- Check availability of space and complete space request at <http://schedule.clarion.edu>.
- If your event includes food, Chartwells Dining Services has the Right of Refusal. This means Chartwells must cater your event or grant a written waiver to the organizers to bring in outside catering. You will receive that decision within one week.
 - All questions about catering should be directed to Jeff Gauger, x2407.

RESTRICTIONS

- RSOs cannot charge an admission fee for grant-sponsored events.
- Grant-sponsored events cannot be for a fundraiser for your organization.
- Grant does not cover items that benefit individual members of the RSO (i.e. t-shirts or costumes).
- Grant does not cover prizes.

****Please return completed form to the Gemmell Information Desk.***

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Name of Recognized Student Organization (RSO): _____

Event Planner: _____
(Name) (Phone #) (Email)

Provide a description of event planned:

When: _____ Time: _____
(Day & date) (Beginning & ending)

Event after 11 pm? Advisor's signature required: _____

(Please print name)

Location: _____
If not in Gemmell Student Center, explain where and why.

Expenses:
What are you asking the grant to fund? _____

What other funding sources do you have? _____

Describe your marketing plan: _____

Itemized Expenses	Estimated Cost
_____	_____
_____	_____
_____	_____

TOTALS: