



University of Chicago Student Government
 Student Government Finance Committee
 SGFC Funding Request Form - RSO

INSTRUCTIONS

- Step 1: Prepare** Familiarize yourself with the [SGFC Guidelines](#), [Timeline](#), and [Cost Guide](#).
- Step 2: Discuss** For assistance, please contact your advisor, the SGFC Chair, or the SG Vice President for Administration.
- Step 3: Submit** Attach this form to a Funding Request in the [Blueprint Finance Module](#) and submit your request before **Noon on Wednesday**.
- Step 4: Revise** Work with your advisor to address their questions or concerns and make any edits or adjustments.
- Step 5: Present** Watch for an email on the following Monday evening with your time to present to the SGFC committee on Tuesday

RSO Advisors

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Committee Contacts

John Van Den Anker, Chair	jvandenanker@uchicago.edu
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BUDGET OVERVIEW			
Organization Name:			
Name of Event/Program:			
Date of Event:		Time of Event:	
Event Location:		Expected Attendance:	
Budget Contact Name:		Contact Email:	
Amount Requested:			

EVENT DESCRIPTION
<i>Please provide a description of your program or event in the space provided (650 character max):</i>

EVENT PURPOSE
<i>Please share how this event or program advances your organization's mission or addresses your goals. (650 character max):</i>

INTENDED AUDIENCE
<i>Please describe the intended audience for this program (200 character max):</i>

ADVERTISING/OUTREACH PLAN
<i>Please describe your advertising plan. Note that you must post the event to Blueprint. (200 character max):</i>

FINANCE INFORMATION				
RSO Account Balance (<i>Current Blueprint Balance Available</i>)				\$
<p><i>If the above number is not zero, please explain the reason. Be sure to explain if the money is from fundraising, donations, sponsorship, is allocated towards a previous SGFC/AnnAl event, or is left over from a previous event. If no explanation is given, this amount may be deducted from your budget. If you need additional space, please attach a supplemental document to your Funding Request (900 character max).</i></p>				
<p><i>Please describe any fundraising or sponsorship you are allocating towards this budget. If you need additional space, please attach a supplemental document to your Funding Request (900 character max):</i></p>				
ITEMIZED BUDGET		<p><i>Please include all costs and all income, not just the components requested from SGFC. If you need additional space, summarize here and upload a supplemental spreadsheet with all line items.</i></p>		
ITEM DESCRIPTIONS		UNIT PRICE	QUANTITY	TOTAL
<i>SGFC does not fund for Tax; Be sure to utilize your tax exempt status.</i>				
1.		\$0.00	0	\$0.00
2.		\$0.00	0	\$0.00
3.		\$0.00	0	\$0.00
4.		\$0.00	0	\$0.00
5.		\$0.00	0	\$0.00
6.		\$0.00	0	\$0.00
7.		\$0.00	0	\$0.00
8.		\$0.00	0	\$0.00
9.		\$0.00	0	\$0.00
10.		\$0.00	0	\$0.00
11.		\$0.00	0	\$0.00
12.		\$0.00	0	\$0.00
13.		\$0.00	0	\$0.00
14.		\$0.00	0	\$0.00
15.		\$0.00	0	\$0.00
16.		\$0.00	0	\$0.00
17.		\$0.00	0	\$0.00
18.		\$0.00	0	\$0.00
19.		\$0.00	0	\$0.00
20.		\$0.00	0	\$0.00
Ticket Sales/Admissions	<i>You must deduct all anticipated ticket income.</i>	Ticket \$0.00	0	-\$0.00
Donations, Fundraising, Etc.	<i>As detailed above.</i>			-\$0.00
Total Amount Requested				\$0.00