



RISO FUNDING PROCEDURES

All recognized and active UHWO RISOs may apply for ASUHWO funding. Funding will comply with the ASUHWO by-laws and Budget guidelines. A complete description of the item (s)/ event(s) that the funding will be used for is required before any funding request can be considered by the ASUHWO Budget & Finance Committee.

During the 2012-13 school year, there will be a \$200 per RISO per semester cap on funding.

Under extraordinary circumstances, the Budget Committee may consider extended funding on a case-by-case basis. In such cases, the Committee will consider: potential for extensive service to the student body, past funding allocations, attendance, and relevance to the educational mission of the college.

- 1) RISO must be officially registered and considered active by ASUHWO in accordance with the ASUHWO by-laws.
- 2) ASUHWO does not fund requests for reimbursement of previous expenditures.
- 3) Advance notice is required to process requisitions. Funding proposals must be submitted with reasonable notice to ensure complete processing in time.
- 4) RISOs agree to offer help, support and promotion to ASUHWO projects and activities
- 5) RISO agrees to submit a program/project completion report to ASUHWO in a timely manner after conclusion of the program/project. The report shall be a brief statement of how funds were used, how many attended the program/project/event, and how well each objective was met.
- 6) RISO understands all recipients of ASUHWO funding may be subject to audit.
- 7) RISO acknowledges that ASUHWO will rescind funding approval if the RISO deviates from the submitted budget.

Please visit the ASUHWO office if you require any assistance. You may submit your request to the ASUHWO office or email your request to mail@asuhwo.org.

RISO Funding Application



UHWO Student Club or Organization Annual Funding Request Summary

Name of organization: _____

Date of request submission: _____

Number of active student members in your organization _____

Is your organization registered with ASUHWO and considered “active”? _____

Does your RISO have an up-to-date Constitution on file with the ASUHWO? _____

Contact Person _____ Address: _____

Position _____ Phone _____ E-mail _____@hawaii.edu

Faculty Advisor _____ Office Location _____

Phone _____ E-mail _____@hawaii.edu

Budget Request Summary

Item/Event	RISO Funding Request	Funding Approved

RISO Contact Signature _____ Faculty Advisor Initial _____

ASUHWO OFFICE USE SS Advisor Approval: _____

RISO Activity/Event Form

Program Information

Name of RISO: _____

Activity/Event Name: _____

Semester/Year: _____ Activity/Event Date: _____

General Description of Activity/Event:

Location: _____ Co-Sponsor (if any): _____

What is the **educational benefit** of this activity/event and how would it benefit UHWO students and the UHWO community?

On the space provided below, list anything that you feel the ASUHWO Budget Committee needs to know about this activity/event. Please keep in mind that the more information you provide, the better the board's ability to make an appropriate decision.