

# HOW TO ASK FOR FUNDS

FOR REGISTERED AND ELIGIBLE CLUBS & ORGS

how much funds is your club/org. asking for?

up to \$1,999.99

Requests go through the appropriations committee. Requests must be submitted 2 weeks prior to the event date. Requests greater than \$500 must have the Diverse, Equity, and Inclusion & Sustainability Statement attached to the budget sheet. Send request to [rusgadof@regis.edu](mailto:rusgadof@regis.edu) & cc [agranholm@regis.edu](mailto:agranholm@regis.edu)

\$2,000+

Requests go through senate. Requests must be submitted 3 weeks or 2 senate sessions prior to the event. Travel requests must be submitted 5 weeks prior to departure date. Requests must have the Diverse, Equity, and Inclusion & Sustainability Statement attached to the budget sheet. Send request to [rusgavpr@regis.edu](mailto:rusgavpr@regis.edu)

After approval, the club/org will present at the upcoming senate session with a required slideshow presentation