

**ALLOCATION REQUEST FORM to OIAS**  
Office of International and Advanced Studies  
230 Wickes Hall | (989) 964-4473 | intlstu@svsu.edu

**Name of RSO:** \_\_\_\_\_

**PRIMARY CONTACT (Officer) Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**SECONDARY CONTACT (Advisor) Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Name of the event:** \_\_\_\_\_

**Date and time of the event:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Description of activity and campus/community outreach:** \_\_\_\_\_

\_\_\_\_\_  
**Anticipated attendance:** \_\_\_\_\_

**How does event promote international and intercultural integration?** \_\_\_\_\_

\_\_\_\_\_  
The RSO will provide a report of the activity and actual expenses after the event has taken place.

RSO Officer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

RSO advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Allocation amount approved: \$ \_\_\_\_\_

OIAS Senior Director's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ALLOCATION REQUEST FORM to OIAS**  
 Office of International and Advanced Studies  
 230 Wickes Hall | (989) 964-4473 | intlstu@svsu.edu

### Proposed Budget

EXPENSES			INCOME	
<b>Printing and Advertising</b>		.....	<b>ALLOCATIONS (Requested)</b>	.....
	Posters		OIAS	
	Programs		Other:	
	Vanguard			
	Tickets			
	<b>Other:</b>			
	<b>TOTAL</b>			
<b>Facilities</b>				
	Equipment			
	Tech services			
	Audio + Video			
	<b>Other:</b>			
	<b>TOTAL</b>			
<b>Performance</b>				
	Costumes			
	Props			
	Food			
	<b>Other:</b>			
	<b>TOTAL</b>			
	<b>TOTAL</b>		<b>TOTAL</b>	