

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: _____

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Proposed Budget

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