USG Mass Funding & Recognition

Fall 2009

Checklist & Sign-in

Name of Organization: _____

Checklist:

- **Checklist & Sign-in**
  - This form
- **Organization Information –or– Recognition Request**
  - Not required for organizations that have were Recognized in the Spring, or already this semester.
  - Attach constitution and written statements
- **Funding Request Summary**
- **Semester Funding Request Form & Income Report**
  - Each semester expense (not tied to a specific event) described
- **Event Funding Request Form(s)**
  - One per event attached
  - Rank priority filled out
  - Date, location, and attendance filled out
  - Expenses itemized and detailed
- **Event Evaluation Form(s)**
  - One per event **this semester** prior to Fall Break
- **Collaboration Form(s)**
  - Form A- outlines a collaborative effort that has taken place during the Fall 2009 Semester
  - Form B- outlines a proposed collaborative event for the Spring 2010 Semester
- **Current Officer/ Officer Update Form**

Person Filing:

I have read and understand all the USG recognition and funding policies for Fall 2009 that were provided to me. All forms and documentation have been completed and turned in.

_____

Name Officer Position Email

_____

Signature Date

(Committee Use Only)

Checked-in: _____ **Date & Time** _____

Reviewed: _____ **Checked:** _____ **Entered:** _____