### Rensselaer Union Executive Board

**Club Request Cover Sheet**

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Presenter(s)</th>
<th>Date Submitted</th>
</tr>
</thead>
</table>

**Presenter Email(s)**

**Presenter Phone Number(s)**

Membership, officer, and financial information for your organization will be pulled from Club Management System by the Executive Board upon submission of this proposal. If your information is not correct, please visit cms.union.rpi.edu to update the information **prior to submission**. Incorrect records on CMS can be factored into decisions made by the Executive Board.

### Type of Request (select all that apply):

- Program/Event Proposal
- Additional Subsidy
- Funding Reallocation
- Marketing/Support Funding
- Special Room Reservation
- Special McNeil Room Use
- Decision Appeal
- Constitution or Code Revision
- New Club Recognition
- New Club Affiliation
- New Club Funding
- Storage/Office Allocation
- Other, describe:

### Requested before?

- No
- Past budget (Year(s): __________)  
- Past request (Date(s): __________)

**Event date/time:** __________

**Frequency:**

- One-time
- Recurring
- N/A

### Financial Requests: If this includes any request(s) for finances, please list the items/services to be purchased and their costs.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
<th>Income</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>5.</td>
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</tbody>
</table>

Total Expenses: $ __________

Total Income: $ __________

**Additional Subsidy Request Total (expense less income):** $ __________

Please attach additional sheet(s) with the following information, as applicable to this request:

- a. Detail of items/services to be purchased *(copy of quote(s), online shopping carts, etc.)*
- b. Demonstration of need or interest, along with any relevant background information
- c. Explanation of how this will impact future budgets *(service, maintenance costs, replacement costs, etc.)*

### Reviewed by:

- **Executive Board Representative**: 
  - Signature
  - Date
- **Rensselaer Union SARP**: 
  - Signature
  - Date
- **Rensselaer Union Business Administrator**: 
  - Signature
  - Date

**Comments by Executive Board Representative:**

**Comments by Rensselaer Union SARP or Staff Member:**

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**Form available for download at union.rpi.edu/club-finance. Last revised: September 2018**

**Vote Count:**

- Approved
- Not Approved
- Reserves
- Contingency