



# Residential Community Association

## Special Programming Request Form (SPG)

<b>Requested Amount:</b>
\$ _____
Org: _____
Program: _____

*These are funds set aside in the RCA budget for councils, organizations, and RA's. This is a great opportunity to receive additional funding to assist you in covering the costs of your events.*

**Funding Requirement Policy:**

1. All requests for funding must be submitted to the Residential Community Association Director of Internal Affairs a minimum of three weeks prior to the event for review
2. All requests will be reviewed by RCA Executive Board and decisions are final and cannot be appealed.
3. Funding will only be approved and paid out after an event has taken place and confirmed by the RCA President or advisor.

If you have any question about the form contact RCA at [rca.wsu@gmail.com](mailto:rca.wsu@gmail.com)

Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Advisor: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor signature: \_\_\_\_\_

Event Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_ Amount funded by your organization: \$ \_\_\_\_\_

Amounts funded by other organizations: \$ \_\_\_\_\_ Other organization names: \_\_\_\_\_

Please describe your event in great detail (what activities are taking place, food, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the budget items and costs required to fund the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you available to speak on behalf of your organization about your event Monday evenings at 8:00 pm? \_\_\_\_\_

**For RCA use only:**

Date request received: \_\_\_\_\_ Denied: \_\_\_\_\_ Approved: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Signature of representative authorizing approval or denial of funding: \_\_\_\_\_