

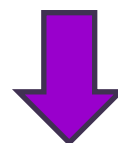
Request for Funding Procedures:

GET STARTED:

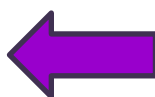
**Club meets to organize/
calendar events**



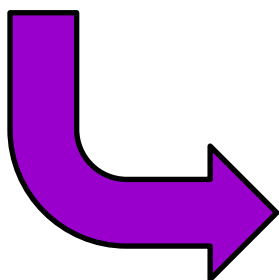
**Email Francine Ching at
francine@hawaii.edu
with event details to be
included on calendar
one/ two months prior to
your event**



**Submit the completed
Request for Funding
Forms to the Student
Life Office, Pilina
Building 2nd floor**



- **Refer to the link
"Request for Funding Forms"**
- **Refer to Request for Funding
Sample**
- **Complete Request for Funding
forms and supporting documents**
- **Upon creating Budget Estimate
Form refer to vendor list**



**Attend a Student Activity
Council/ Student
Government Council
meeting for final review/
approval of
Request for Funding
Click on the link for the
dates & times of meetings**