1) **Introductions**

2) **Requirements to get funding**
   a) Must be a registered RISO
      i) Finished this funding training
      ii) Orientation workshop
   b) Must meet with the Business Managers of the CSO’s to touch base on requirements

3) **What CSO’s can do RISO Funding**
   a) BOMB – PR & Advertisement
      i) Cortnie Tanaka (cckt21@hawaii.edu)
   b) BOSP – PR & Advertisement
      i) Matthew Kalahiki, Chairperson (mmkk@hawaii.edu)
   c) FEE Board - $500 seed money for fundraising
      i) Norine Fitzgerald, Chairperson (noriner@hawaii.edu)
   d) SAC – cosponsor event...amount dependent upon event request
      i) Maile Boggeln, Business Manager (boggeln@hawaii.edu)
   e) UHHSA - $1,000 limit
      i) Joyce Auau, RISO Senator & UHHSA Vice President (jauau@hawaii.edu)
      ii) Priya Rashid, RISO Senator-at-Large (prashid@hawaii.edu)
      iii) Tuafaleloa “Ken” Fanalua, Treasurer (fanolua@hawaii.edu)

4) **All Funding must match the CSO’s Mission**
   i) It will determine the type and amount of funding available
   ii) Many CSO’s do not fund travel requests

5) **Process for Funding & Type of Funding**
   a) Meet with Business Manager/Treasurer or contact person’s listed
   b) Complete the Universal CSO Funding Packet or other material as instructed
      i) Get on a meeting agenda
      ii) Come to the meeting
         (1) Have student representation and please be prepared – an Advisor should be present; however, students must represent and be able to do a presentation and answer any questions at this time.
   c) Types of Funding and Timeline
      i) P.O. (Purchase Order)
         (1) Because of the new fiscal system (Kuali) all POs are taking longer to process
         (2) Stay with current deadlines and make sure if you have something early to bring it in
      ii) P-Card
         (1) Supply Run
         (2) Online Purchases
         (3) Phone Purchases
d) Please always have an alternate plan
   i) **Funding is NOT guaranteed**
e) Once a proposal has been submitted you must stay in contact with the CSO you are going through for any updates

6) **Student Fees**
   a) All funding comes from Student Fees
      i) We cannot fund anything specifically for advisors
         (1) Must come out of your fundraising efforts

7) **Can look at the Campus Center Fiscal Website** *(http://ed602.pbworks.com/w/page/7968723/RISO)*
   a) Be advised that CSO’s deadlines can be different
      i) Plan ahead – requests can be returned for further info and clarification which extends the deadline time
   b) Check that you have all necessary forms

8) **Resources for further clarification**
   a) Leomi L. Bergknut, Student Leadership Coordinator
      bergknut@hawaii.edu, 808-933-1907, CC-309
   b) Maile Bogel, SAC Business Manager & RISO Task Force Facilitator
      bogeln@hawaii.edu, CC-301 -A
   c) Casey Perreira-Rabago, Student Leadership Assistant
      caseypr@hawaii.edu, CC-309

9) **NOTES:**