

PLEASE CHECK the UHHSa WEBSITE and LOOK OVER the RISO FUNDING PAGE to get INSTRUCTIONS on HOW TO REQUEST FUNDING from UHHSa.

Check List

Please place an X in the spaces provided.

- 1) Register your RISO with Campus Center Office (Room 210).
- 2) Contact a senator to have them advocate for your organization.
UHHSa Senator's Name: _____
- 3) Compose a Senate Bill with your advocating senator regarding your funding request and email it to the President and the Data Director to be put on Meeting Agenda.
- 4) Email Data Director and UHHSa representative that you will be a guest and Attend an UHHSa planning meeting to present your senate bill and proposal for support.
- 5) Submit publicity and advertising information about your RISO and your RISO's event/project you are requesting funds to the UHHSa Data Director. (Email is found at the UHHSa website:<http://www.uhh.hawaii.edu/uhhsa/senate.php>)
- 6) Keep in contact with your advocating senator to complete paperwork (if your bill is passed during a UHHSa voting meeting, it become your responsibility to help your advocating Senator).
- 7) Will stay in contact with UHHSa RISO committee chairperson regarding UHHSa volunteer hours for your RISO.
- 8) *(Fill out service form on website)

This is to certify that the _____ (RISO) has completed the above checklist. Furthermore, we agree to provide additional information, if requested, other than that specified on the request form. We agree to have a representative present to answer any inquiries of the UHHSa senate. Upon senate approval, we understand that the University may require an 8-10 week period before our club can expect payments to be made.

Name of Registered Independent Student Organization

Signature of RISO Representative

Date

Signature of RISO Advisor

Date

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THE URL IS:

<http://www.uhh.hawaii.edu/uhhsa/risofunding.php>

FOR FURTHER QUESTIONS PLEASE CONTACT UHHSa:

Office Phone: (808) 974-7500

E-mail: uhhstudentassociation@gmail.com

**REGISTERED INDEPENDENT STUDENT ORGANIZATION
UHHSa FUNDING GUIDELINES**

A Registered Independent Student Organization (RISO) must comply with the following University of Hawai'i at Hilo Student Association (UHHSa) – RISO committee's funding guidelines before a request for funding can be considered by the UHHSa-RISO Committee.

- 1) RISO must be officially registered and have gone through FISCO training with the Campus Center office.
- 2) UHHSa provides funding via purchase orders & purchasing card directly to a vendor and does not provide payments to RISO's/organizations except in the form of honoraria as determined by the UHHSa Senate and FISCO guidelines.
- 3) UHHSa will not fund requests for reimbursement of previous expenditures.**
- 4) Sufficient lead-time is required to process requisitions, so funding proposals must be submitted with reasonable lead-time to complete processing. Lead-time varies based upon type of request (ex. travel, entertainment, events, supplies) and can vary between 4 – 10 weeks in advance to expected time of funding completion. (Please refer to the deadline cheat sheet online.)
- 5) Traveling requests must be submitted with additional information and is the Kuleana (responsibility) of the RISO to make arrangements with the UHHSa RISO Committee Chair or Senator advocating to get all the proper information in a timely manner.
- 6) All posters & flyers publicizing a funded program/project/event should either read "Sponsored (or co-sponsored) by the UH Hilo Student Association" or the UHHSa official logo and given to UHHSa RISO Committee Chair or Senator advocating. All posters & flyers publicizing the funded program/project/event should also be emailed to the UHHSa Data Director in a timely manner for proper publicity on the UHHSa website.
- 7) RISO/organization agrees to offer help to UHHSa projects and activities (ex. set-up or clean-up for an upcoming event such as (check all that your RISO will help assist with:)

- UHHSa elections,
- Oh Hell study week
- Ho'olaule'a
- Join UHHSa _____ Committee
- Graduation
- Peace Day
- Earth Fair
- OTHER: _____

PLEASE CHECK the UHHS A WEBSITE and LOOK OVER the RISO FUNDING PAGE to get INSTRUCTIONS on HOW TO REQUEST FUNDING from UHHS A.

8) RISO's/organizations who request funding from UHHS A will be required to serve no less than one(1) hour per \$100.00 the RISO/organization is allocated by UHHS A. Service hours will served via UHHS A responsibilities such as the events or committees mentioned in number (7) guideline. If the hours are not completed within the agreed allotted time, a financial hold will be placed on the members of the RISO/organization for the amount allocated. Total of

hours will be divided between the amount of members within the group. (Fill out Service hour form and get UHHS A Senator or RISO committee chair to sign off your RISO's hours)

9) RISO/organization agrees to submit a program/project completion report to UHHS A in a timely manner after conclusion of the program/project. The report shall be a brief statement of how funds were used, how many attended the program/project/event, and how well each objective was met. This report will be used to present to the student body about the RISO's/organization's program/project in an end of semester UHHS A-RISO Funding Symposium. Also, send digital data, photos, and other forms of the presentation to Data Director.

10) RISO understands all recipients of UHHS A funding may be subject to audit.

11) RISO acknowledges that UHHS A will rescind funding approval, if the RISO deviates from the UHHS A approved use of funds.

12) RISO agrees that if we don't fulfill these requirements or miss the deadline, that we forfeit the funding, if we were rewarded.

This is to certify that the _____ (RISO) will complied with the above policies. Furthermore, we agree to provide additional information, if requested, other than that specified on the request form. We agree to have a representative present to answer any inquiries of the UHHS A senate in a timely manner. Upon senate approval, we understand that the University may require an 8-10 week period before our club can expect payments to be made and agree to stay in contact with UHHS A representative on paperwork if accepted.

Name of Registered Independent Student Organization

Signature of RISO Representative

Date

Signature of RISO Advisor

Date

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RISO ADDITIONAL INFORMATION

RISO NAME: _____

EMAIL: _____

ADVISOR(S): _____ PHONE: _____

EMAIL: _____ PHONE: _____

RISO REPRESENTATIVE: _____ PHONE: _____

EMAIL: _____

RISO FUNDING REQUEST INQUIRY

1) How many of your RISO members are UHH students?

Circle one, most appropriate answer:

a) Less than 50%

b) between 50% - 80%

c) more than 80%

*If amount of UHH students are known, how much out of your RISO's total: _____

2) How does this program/project/event benefit students of UH Hilo? Please give examples of how students of UH Hilo may benefit from your RISOs program/project/event. _____

3) How might this program/project/event increase positive awareness of UH Hilo? _____

4) Has your RISO requested funding from other organizations? If so, list them here and have a budget handout for your event given to your UHHSa representative and copies for the Senate. _____

5) Please feel free to provide any additional information about your RISO and/or your RISO's program/project/event that will help the UHHSa senate decide upon your funding request. (Make sure to send digital info to UHHSa Data Director)
