

PLEASE CHECK THE UH HSA WEBSITE AND LOOK OVER THE RISO FUNDING PAGE TO GET INSTRUCTIONS ON HOW TO REQUEST FUNDING FROM UH HSA. THE URL IS: <http://www.uhh.hawaii.edu/uhhsa/risofunding.php> FOR FURTHER QUESTIONS PLEASE CALL UH HSA @: (808) 974-7500

REGISTERED INDEPENDENT STUDENT ORGANIZATION UH HSA FUNDING GUIDELINES

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

- 1) RISO must be officially registered with the Campus Center office.
- 2) UH HSA provides funding via purchase orders & purchasing card directly to a vendor and does not provide payments to RISOs except in the form of honoraria.
- 3) UH HSA 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.
- 5) Traveling requests must be submitted with additional information and is the Kuleana (responsibility) of the RISO to make arrangements with the UH HSA RISO Committee Chair to get the 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 UH HSA official logo.
- 7) RISO agrees to offer help to UH HSA projects and activities (ex. set-up or clean-up for an upcoming event, assist with UH HSA elections, and/or Oh Hell study week)
- 8) RISO agrees to submit a program/project completion report to UH HSA 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.
- 9) RISO understands all recipients of UH HSA funding may be subject to audit.
- 10) RISO acknowledges that UH HSA will rescind funding approval of the RISO deviates from the UH HSA approved use of funds.

This is to certify that the Work Hard/Play Hard (RISO) has 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 UHISA 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.

Work Hard/Play Hard

Name of Registered Independent Student Organization

Signature of RISO Representative

Date

Signature of RISO Advisor

Date



RISO ADDITIONAL INFORMATION

RISO NAME: Work Hard/Play Hard DATE: 10/26/08

ADVISORS (S): _____ PHONE: _____ EMAIL: _____

_____ PHONE: _____ EMAIL: _____

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%

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 RISO's program/project/event.

This project will be a direct benefit to the students of UH Hilo. Work Hard/Play Hard is open enrollment to likeminded students who share similar beliefs of environmental stewardship, respect and care. WH/PH acts as the vehicle for executing goals set by students who are required to accumulate set hours of community service.

WH/PH provides a positive drug and alcohol free nest where students meet on equal ground and humbly serve the island community. They come as students, we work as a team and they leave as leaders.

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

Work Hard/Play Hard is mostly comprised of UHH students. We are a body of positively charged individuals who go out and are an affect for good. We represent our colors well in the behavior we portray and responsibility we demonstrate to the community through our heartfelt service. We are but young adults who have a vision of a world we want to share. In our effort we strive to help those that are less fortunate and down, we are given the opportunity to shine before them.

4) Please feel free to provide any additional information about your RISO and/or your RISO's program/project/event that will help the UHSA senate decide upon your funding request.

Work Hard/Play Hard is serious about service learning. In the motion of service we actually broaden our horizons and take part of a much greater cause. Our request is for funding that we alone cannot afford. What we do give is of our time and energy channeled in the right direction. Work Hard is what we know; Play Hard is how we roll. Our projects are attractive! We create a synergy that is desirable and use it to move our otherwise lazy `okole's to do some good.