**Revelle College Council 2015-16**

**Funding Request Instructions**

1. Read the RCC’s Financial Bylaws for details about our funding policies.

2. Funding requests must be made AT LEAST 7 days before your event is scheduled.

3. Complete an itemized budget and event descriptions (using the Sample Itemized Budget Template and Event Descriptions Template on rcc.ucsd.edu) and email it to rccfinance@ucsd.edu by Monday at 12:00pm.

4. A representative from your organization must attend the RCC Finance Committee Meeting. The representative will be required to present the budget/funding request and must be prepared to answer any questions the Committee may have. RCC will vote on the Committee’s recommendation and the Director of Finance will notify you via email within 24 hours of the meeting.

5. If your request is approved, you MUST complete the Post Event Report Form, available at rcc.ucsd.edu and email it electronically to rccfinance@ucsd.edu, with a copy to redean@ucsd.edu within 7 days after the date of your event. Failure to do so will result in the ineligibility of your organization to receive future funding from the Council.

6. If you have any questions or concerns regarding the funding procedures, please email Steven Partida at rccfinance@ucsd.edu.