

Program Request Checklist

For Student Organization programming



Step 1

- ☐ Schedule a meeting with the Financial Officer
- ☐ Fill out Get Involved Form by date provided
- ☐ Fill out Co-Sponsorship form, Contact Information Sheet, Budget Sheet, and Event Services confirmation

Step 2

- ☐ Attend Finance Board Meeting and present program request
- ☐ Receive Senate approval email
- ☐ Schedule a meeting with Student Government office manager Linda Eilerman (lieiler@siue.edu)

Step 3

- ☐ Submit a marketing plan to the Communications Officer
- ☐ Pick up attendance scanners and event banner
- ☐ Submit a program evaluation form provided by the Finance Officer within two weeks after the event

Funding is awarded on a first come first serve allocation process. Submission does not guarantee approval or approval of the full amount requested. There will be NO REIMBURSEMENT offered under any circumstances.



Contact Info:

Finance Officer: Olivia Davila (odavila@siue.edu)

Student Government Advisor: Liz Delaney (edelane@siue.edu)

Office Manager: Linda Eilerman (lieiler@siue.edu)

Travel Request Checklist

For Student Organization travel



Step 1

- ☐ Schedule a meeting with the Financial Officer
- ☐ Fill out Get Involved Form by date provided

Step 2

- ☐ Attend Finance Board Meeting and present Travel request
- ☐ Receive Senate approval email
- ☐ Fill out travel waivers provided by Advisor Delaney (edelane@siue.edu)
- ☐ Schedule a meeting with Student Government office manager Linda Eilerman (lieiler@siue.edu)

Step 3

- ☐ Submit a travel evaluation form provided by the Finance Officer within two weeks after the event

Funding is awarded on a first come first serve allocation process. Submission does not guarantee approval or approval of the full amount requested. There will be NO REIMBURSEMENT offered under any circumstances.



Contact Info:

Finance Officer: Olivia Davila (odavila@siue.edu)

Student Government Advisor: Liz Delaney (edelane@siue.edu)

Office Manager: Linda Eilerman (lieiler@siue.edu)