

# HOW TO REQUEST ASUU FUNDING FOR YOUR RSO!

Click here!



## 1. REVIEW FUNDING RESOURCES ONLINE

Check out the ASUU [website](#) and review the ASUU Funding Guidelines and Assembly Schedule for important information and submission deadlines. Still have questions? Email ASUU at [info@asuu.utah.edu](mailto:info@asuu.utah.edu) to ask questions or schedule a meeting to discuss the funding process.

Click here!



## 2. SUBMIT A BUDGET REQUEST

On your RSO's [Campus Connect](#) profile, go to the "finance" page and click "create new budget request" to begin your request. Please note that each request should correspond with an activity or initiative. Review the Campus Connect [Guidebook](#) for more information.



## 3. RULES COMMITTEE

Once you submit your request(s), the ASUU Rules Committee will review and assign your request to an ASUU Assembly Representative. You are not required to attend this meeting. After the Rules Committee meeting, your representative will reach out to you prior to the subcommittee meeting.



## 4. SUBCOMMITTEE

Your ASUU Assembly Representative will reach out to you with questions about your submission. These questions will help your representative draft legislation to present to the General Assembly. It is the representative's job to represent your organization and your interests. Please contact ASUU at [info@asuu.utah.edu](mailto:info@asuu.utah.edu) if you are having trouble getting in contact with your representative.



## 5. GENERAL ASSEMBLY

Your ASUU Assembly Representative will present your request to the ASUU General Assembly. **You are invited and encouraged to attend if you are available.** If you are not able to attend, your ASUU Assembly Representative will present your request on your behalf. The General Assembly will vote to approve or deny your request. After the General Assembly meeting, all approved requests must be signed by the ASUU President.

Click here!



## 6. SUBMIT A REIMBURSEMENT REQUEST

If your request is approved, you are eligible for reimbursement up to the approved amount for any approved expenses. If approved, information on how to submit a reimbursement request will be sent to three representatives of your RSO via their University email addresses. Please review this email carefully and email [asuufunding@utah.edu](mailto:asuufunding@utah.edu) with any questions.

QUESTIONS? CONTACT ASUU AT:  
[INFO@ASUU.UTAH.EDU](mailto:INFO@ASUU.UTAH.EDU)  
801-581-2788