**APPLICATION CHECKLIST**

**Student Reserve Board (SRB)**

**PLEASE REVIEW THIS APPLICATION CHECKLIST BEFORE YOU SUBMIT YOUR PACKET. Remember that inaccurate or incomplete packets will NOT be considered for SRB funding.**

SRB Packet Checklist

* FORM I: ORGANIZATION INFORMATION
	+ Part A: Organization Section
		- Make sure each box under this section is filled out completely and accurately! If you don’t know your previous year’s SRB allocation(s) total, please contact the ASLMU Treasurer for this information.
	+ Part B: Event
		- Make sure each box under this section is filled out completely and accurately!
* FORM II: PROGRAM/PROJECT REQUEST
	+ List out each item you plan on purchasing for this event and want funding for.
	+ If the event has been done in the past, include the amount spent on each item in the past.
	+ Include the current price per unit, quantity, and total price for each line item as well.
	+ Include any sources of income (past and present) and the amount each source brought in.
	+ Subtract total income from total expenses to calculate your total SRB Request.
	+ Attach a copy of the receipt or invoice for each line item.
* FORM III: TRAVEL REQUEST
	+ Make sure each box on this form is filled out completely and accurately.
	+ If you don’t know how much you spent on travel in the past, please contact the ASLMU Treasurer for this information.
	+ Attach a typed description of the benefits for your organization attending this conference and the benefits that the entire University will gain from your travels.
* FORM IV: ADDENDUMS
	+ Attach a copy of your membership roster.
	+ Attach a copy of an invoice or receipt for each line item under expenses.
	+ Attach an actual or sample event flyer, t-shirt, or any other promotional item. Make sure to include the ASLMU logo on it (the logo can be found on the ASLMU website).
	+ Attach a typed description of the program or project for which you are requesting travel funds. Explain the benefits for your organization attending this conference and the benefits that the entire University will gain from your travels.
* Make sure to fill out the application digitally – please do not fill it out by hand. A digital copy of the application can be found on the ASLMU website under the section titled “RSO Resources” and on LEO.
* For assistance with the SRB process, please contact Taylar Jackson at aslmu.treasurer@lmu.edu, or in person at Malone 103B during office hours.