

Student Allocations Board: RSO Sample Presentation

Created by the RSO Consultants of the
[Department of Student Allocations](#):

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General Funding Components

These slides offer the key components you should include in your presentation for **general** RSO funding, as described in Title V of the SAB Code of Operations. You can change the design/format of your presentation as you wish, but each substantial component herein should be clearly explained to the SAB board members.

Key Components (General Funding)

1. Brief RSO, presenter introductions.
2. Overview of event/project for which funds are being requested.
3. How your event/project will benefit the MSU student body, the Greater Lansing community, or another key demographic.
4. Brief breakdown of how requested funds will be spent to advance the event/project.

RSO Introduction

What to include, discuss here:

- Mission statement, broad goals for the semester, past events/projects (if applicable).



RSO Introduction

What to include here:

- Name, e-board position of each presenter.



Name (pronouns)
E-Board Position



Name (pronouns)
E-Board Position

(General): Event/Project Overview

In order to apply for general funding from SAB, your RSO must be planning a specific event or project (see [notes and reminders](#) for exact definitions).

What to include, discuss here:

- General details of the event/project, along with its relationship to the RSO's mission and/or goals. Details may include venue, estimated attendance, whether your RSO has executed this event/project before, etc.

(General): Benefit to the Community

What to include, discuss here:

- How the planned event/project will benefit the MSU student body, the Greater Lansing community, or another key demographic. Also be prepared to describe potential learning outcomes for RSO members who participate in this event.

(General): Spending Breakdown

What to include, discuss here:

- Description of how requested funds will be spent to advance the project.

Indicate whether you researched the value of budgeted items, or whether the values are estimates. It may be helpful to provide a screenshot of the budget submitted with your SAB funding application as a reference.

(General): Spending Breakdown

This is an example of a detailed, calculated spending breakdown.

SUPPLIES				
	Quantity	Cost Each	Total Cost	Item Info
First Aid Kit	1	50	\$ 50.00	
Insect repellent	4	6.25	\$ 20.00	
Sunscreen	4	6.25	\$ 20.00	
Hand warmers	1	25	\$ 25.00	pack of 40
Rehydration salts	1	10	\$ 9.00	for a 6 pack
Gatorade electrolytes stick/chews	2	15	\$ 30.00	
Benadryl tablets	1	15	\$ 15.00	pack of 25 with 2 pills in each pack
Benadryl cream	1	6	\$ 6.00	
Walkie Talkies	4	10	\$ 40.00	
Other: Hats, socks, gloves	11	5	\$ 55.00	
Backpack	2	40	\$ 80.00	
	Project Supplies Total		\$ 350.00	




Start-Up Funding Components

These slides offer the key components you should include in your presentation for **start-up** RSO funding, as described in Title V of the SAB Code of Operations. You can change the design/format of your presentation as you wish, but each substantial component herein should be clearly explained to the SAB board members.



Key Components (Start-Up Funding)

1. Brief RSO, presenter introductions.
 2. Description of spending plans if awarded funds.
 3. How your RSO plans to benefit the MSU student body, Greater Lansing community, or another key demographic.
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RSO Introduction

What to include, discuss here:

- Mission statement, broad goals for the semester, past events/projects (if applicable).



RSO Introduction

What to include here:

- Name, e-board position of each presenter.



Name (pronouns)
E-Board Position

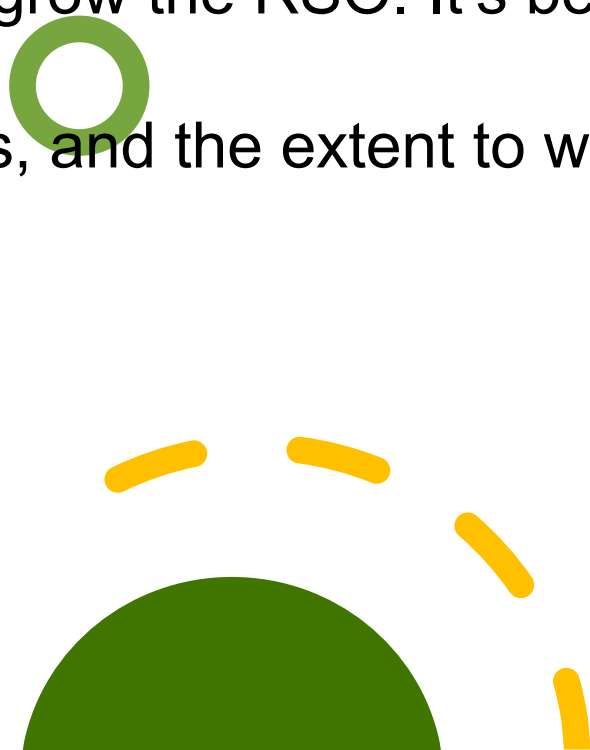


Name (pronouns)
E-Board Position



(Start-Up): Plans for Funds

What to include, discuss here:

- Overview of how \$300 will be spent to grow the RSO. It's best to tie this into your RSO's immediate and future goals, and the extent to which these funds will advance these goals.
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(Start-Up): Benefit to the Community

What to include, discuss here:

- How your RSO currently, or will ultimately, benefit the MSU student body, the Greater Lansing community, or another key demographic. Also be prepared to describe potential learning outcomes for RSO members associated with organization membership.

Presentation Notes, Reminders



- If the RSO's funding request is approved, the requested amount will be deposited into the organization's Student Life account. It **will not** be deposited directly into an external bank account (i.e. MSUFCU business account).
- In deciding whether to approve your application, one of the most important factors considered by the board is the *benefit* of your event/project. If this component is not given appropriate attention, your request is likely to be denied.
- General RSO funding is *reimbursement* based, but start-up funding is not.

Presentation Notes, Reminders



- “**Event:**” An organized, single-day activity for members of the RSO or student body.
 - Examples: Speaker event, food distribution, multicultural dinner, room booking fees.
- “**Project:**” A long-term event that may occur over the course of a few days or an entire semester, involving members of the RSO or student body.
 - Examples: Competition fees, *specific* parts of a larger project (i.e. linear actuator components for an exoskeleton).
- “**Learning Outcome:**” The experiences, skills, and/or knowledge a student can expect to earn through active RSO membership or event/project engagement.



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We are here for you!

Thank You!

If you have any questions, or would like someone to review your SAB presentation, please don't hesitate to contact the [Department of Student Allocations](#):

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Exact regulations governing the allocation process, funding requests, and eligible events/projects can be found within the [SAB Code of Operations](#).

