



# How to Request Single-Event Funding

1. Go to [FalconsConnect.uwrf.edu](https://FalconsConnect.uwrf.edu), scroll down and click on your org under Memberships

### Memberships

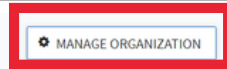
2 2017-2018 Admitted Students	C Crabtree Hall
J Johnson Hall	O Office of Student Involvement

Office of Student Involvement  
Member Since August 2019

The Office of Student Involvement provides students with opportunities for involvement that range from leadership development to fraternity/sorority life, diversity education and service.



Forms



2. Click on Manage Organization



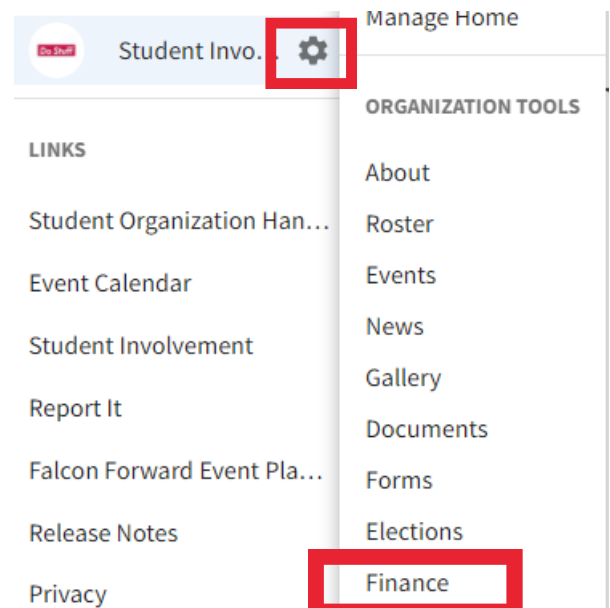
3. Click on this button in the top left corner to open your organization's menu



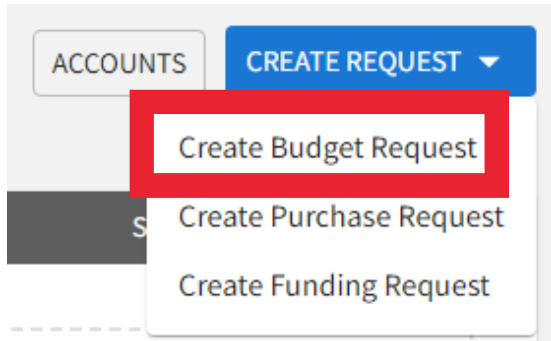
Home

Events

4. Select the settings button next to your org. The click on "Finance"



5. Under "Create Request", click on Create Budget Request



6. In the results, click on Single-Event Funding Request

Process: [SINGLE-EVENT Funding Request 23-24](#)  
Please use this for your one-time event or single annual budget.

7. Fill in all required fields. Please include as much detail as possible!

\* Request Title (Required Field)

Description

Note: Single events can be requested up to three times per semester or \$2000 per semester, whichever one comes first (Please note: you will not be able to enter an amount over \$2000 per the bylaws).

If you have any questions please email [studentinvolvement@uwrf.edu](mailto:studentinvolvement@uwrf.edu)