



Rosalind Franklin University of Medicine and Science
 Executive Student Council
 3333 Green Bay Road Box 494
 North Chicago, IL 60064
 Phone: (847) 578-3000 ext. 7175
 Fax: (847) 775-6559 ATTN:ESC
<http://www.rfumsesc.org>



Individual Event Request

Date: ____/____/____

Event Name _____

Event Contact Person:

Name _____ Phone _____

E-mail _____

Event Description – Please include the purpose of the event and the how the event applies to and benefits to the University Community (Be Specific - You may attach another sheet if necessary)

Description of All-School Involvement - Please include how members from all colleges within the University are being included in the leadership, planning, design, and implementation of the event (Be Specific - You may attach another sheet if necessary)

Will this be a recurring event next year? Yes / No

If you are requesting funding, please fill out the Request for All-School Event Funding. Please note that funding requests must be submitted by the Monday of the week prior to the ESC meeting where the request is presented. The sponsoring organization is Executive Student Council and please leave the account number blank. (You may omit duplicating 'Event Description' and 'Description of All-School Involvement' on the Request for All-School Event Funding form.)

Are you requesting funding? Yes / No

Before submitting the application, please determine if the event would be best suited by sponsorship by an existing class or club. You may contact the ESC President or Vice President or the Office of Student Development if you have questions.

If the event is approved by ESC, the individuals may begin planning the event. This process includes registering and seeking approval for the event with the Office of Student Development before advertising, promoting, or confirming activities, and must take place at least 1-2 weeks prior to the event as noted in the Student Leadership Handbook. Please plan accordingly when proposing the event to ESC to leave enough time after ESC approval for event registration.

Executive Student Council Individual Event Request – Page 2

Application Checklist:

- Determined event is best suited by ESC sponsorship
- Complete application and sign
- Contact the ESC Vice President (ESCVP@rosalindfranklin.edu) no later than 11:59 on the night prior to the ESC meeting and request to be placed under New Business to present your request to the Executive Student Council
- If not requesting funding, submit application to the Executive Student Council President at least two days prior to the ESC Meeting where the request will be presented to the entire Council.
- If requesting funding, submit application to the Executive Student Council President by Monday of the week prior to the ESC meeting where the request will be presented to the entire Council.

I confirm that all of the above information is correct.

Signature _____ Date _____

If approved, monthly progress reports must be made at ESC meetings and an event summary must be given at the ESC meeting following the event.

Applications must be received by the Monday of the week previous to the Executive Student Council Meeting where the request will be presented. Completed applications may be sent electronically to ESCPresident@rosalindfranklin.edu or a paper copy may be placed under the door of the ESC Office (G.671). Completed applications may also be mailed to ESC, but please leave extra time for mailed items as no exceptions will be made for mailed items received after the deadline. All applicable documents may also be submitted in electronic or paper format.

Please refer to the Individual Event Request Policy on the ESC website (www.rfumsec.org) for complete information regarding individual event requests.

ESC Use Only

Date Received _____

Requesting Funding: Yes / No

If yes, has the request for All-School Event Funding been received? Yes / No

Application Status

- Incomplete, contacted event contact person
- Complete

Date Presented to ESC _____

Outcome:

- Approved
- Denied
- Postpone to future month

If postponed to future month, date presented to ESC: _____

Outcome:

- Approved
- Denied
- Other: _____

If approved, was account created for event? Yes / No

If yes, account number: 62-00-_____-904102