



RFSA FUNDING REQUEST PROCESS CHECKLIST

Please make sure the following steps have been followed when requesting RFSA funds.

Prior to event:

- Please read RFSA Funding Guidelines
- Complete RFSA Funding Request Form on line at: <https://rfsa.sfsu.edu/content/grant-forms>
- Make a copy of the form for your records.
- Submit your RFSA Funding Request Form to rfsa@sfsu.edu prior to next RFSA membership meeting so that you may be added to the agenda.
- Prepare to present your proposal at the next RFSA membership meeting. If you are not a RFSA dues paying member, you need to coordinate with the RFSA dues paying member who is sponsoring your proposal.

Upon the conclusion of your RFSA sponsored event:

- Complete an RFSA Event Report Back Form available at: <https://rfsa.sfsu.edu/content/grant-forms>
- Prepare a short presentation for the next RFSA membership meeting following the event. Presentation can be done by either the RFSA sponsoring member, or a representative.
- Please attach event documents such as: sign in sheets, publicity flyer, event program, and photos.
- Please include an acknowledgement letter of funds received addressed to the RFSA.

Thank you for including SFSU Raza Faculty and Staff Association in your activities.