

Quick guide on how to request funding from the Office of Student Affairs.

Requests should be submitted three weeks in advance. We do not fund all requests up to a certain dollar amount just by default. The maximum we can fund for any given org in any given year is \$400. However, that does not mean that if you bring us a request for \$400 worth of items that it will automatically be funded. It is typically the case that we will fund some portion of that. Other sources of funding can be found [here](#).

- 1) [Submit a Student Event and Meeting Planning Form](#)
- 2) Within the form select all the sources of funding you will be using, including OSA if you wish to request funding from us.

Funding Source

- OSA
- COGS
- Diversity Services Office
- College of Law Dept. (other than DSO)
- Other

(all that apply)

- 3) Within the form select “Yes” if applicable.

Are you are requesting sponsorship from OSA for your event?*

- Yes
- No

If yes, please email a copy of your itemized budget and request to OSA, osalaw@law.msu.edu.

- 4) As instructed above in the form, send an itemized budget to osalaw@law.msu.edu once the Meeting and Event Planning form has been approved. Usually, you will know the event (not the funding) has been approved when a room is assigned to you for your meeting/event.

- 5) If your funding is approved by OSA, you should call the venue, place the order, and ask them to send the itemized invoice to osalaw@law.msu.edu for payment. You can also place the order over the phone, get a contact person and number and forward that information to us so that we can call and make payment. We will not pay for food at venues that refuse to accept advance order placements. All orders should be tax exempt. When you place the order, request for tax to be removed from the bill.
- 6) OSA will let you know once the order has been paid.