

Fall 2026 Request Deadlines

Please use the following guide to submit requests for CSAF funds.

You can consider this section a more-detailed breakdown of Policy #4 from the CSAF General Policies section. As a reminder, the reason the general rule is two weeks in advance is three-fold:

- Because the Council only meets every two weeks
- To make sure orgs have time to advertise their event (to maximize attendance and therefore make the best use of student funds)
- To have plenty of time for subsequent approval steps (CSAF Council approval is not the last step)

The reason we placed deadlines two days before meetings is so the OFO can communicate with organizations to get more details if needed. This is the case with most requests, so don't panic if you receive an email asking questions. Getting as many details straightened out as possible before the meeting allows the Council to make informed decisions and minimizes the need to "table" requests or ask follow up questions (which also happens occasionally). Finally, with that said, we can move on to the specific deadlines.

If your event is between the set of dates on the right, it needs to be submitted **before 11:59** on the submission deadline date in the corresponding box on the left.

Example: If my event is October 21, I should submit it by 11:59 October 6.

Submission Deadlines:	For events in this time period:
None, but OFO and Director review	Prior to Sept. 6
Sept. 3 (no meeting, just OFO and Director review)	Sept. 6 - Sept. 19
Sept. 8	Sept. 20 - Oct. 3
Sept. 22	Oct. 4 - Oct. 17
Oct. 6	Oct. 18 - Oct. 31
Oct. 20	Nov. 1 - Nov. 14
Nov. 3	Nov. 15 - Nov. 28
Nov. 17 (Last day to submit requests for events in Fall 2026 because the last day to host events is Dec. 12)	Nov. 29 - Dec. 12
Dec. 1	First three weeks of spring semester

Below is a visual representation of those deadlines. Requests for events within one color should be submitted by midnight on the matching-colored day that precedes the larger block of that color.

Example: If my event is on November 27, I should submit it by 11:59 on November 3.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug. 23	24	25	26	27	28	29
30	31	Sept. 1	2	Deadline for next two weeks 3	4	5
6	7	8	9	1st meeting 10	11	12
13	14	15	16	17	18	19
20	21	22	23	2nd meeting 24	25	26
27	28	29	30	Oct. 1	2	3
4	5	6	7	3rd meeting 8	9	10
11	12	13	14	15	16	17
18	19	20	21	4th meeting 22	23	24
25	26	27	28	29	30	31
Nov. 1	2	3	4	5th meeting 5	6	7
8	9	10	11	12	13	14
15	16	17	18	6th meeting 19	20	21
22	23	24	25	26	27	28
29	30	Dec. 1	2	7th meeting 3	4	5
6	7	8	9	10	11	Final day to host events 12
13	Finals week 14	15	16	17	18	19

*The 7th meeting will be for requests for events within the first three weeks of the Spring 2027 semester.

Thanks for complying with the above. If you have any questions, please don't hesitate to email ofa@wiu.edu. Thank you and have a great semester!

