

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

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. This is to ensure that there is time for the OFO to ask clarification questions about the request, which is a common occurrence. Allowing time for these clarification questions can prevent lengthy delays due to follow up questions from the CSAF Council.

Example: If my event is April 5, I should submit it by 11:59 March 24.

Submission Deadling:	For events in this time period:
Jan. 14 (no meeting, just OFO and Director review)	Jan. 19 - Jan. 30
Jan. 27	Feb. 1 - Feb. 21
Feb. 10	Feb. 22 - Mar 7
Feb. 24	Mar. 8 - Mar. 21
Mar. 10	Mar. 22 - April 4
Mar. 24	Apr. 5 - Apr. 18
Apr. 7	Apr. 19 - May 2
Apr. 21 (Last day to submit requests for events in Spring 2026 because the last day to host events is May 8)	May 3 - May 8
May 5	Aug. 24 - Sep. 12

(Continue below for a visual outline of the above.)

Below is a visual representation of those deadlines. Events within one color need to be submitted before the meeting following the same color.

Example: If my event is on March 6, I should submit it by 11:59 on February 10.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan. 25	26	27	28	29 1st meeting	30	31
Feb. 1	2	3	4	5	6	7
8	9	10	11	12 Lincoln Bday	13 2nd Meeting	14
15	16	17	18	19	20	21
22	23	24	25	26 3rd Meeting	27	28
Mar. 1	2	3	4	5	6	7
8	9	10	11	12 4th Meeting	13	14
15	Spring Break 16	17	18	19	20	21
22	23	24	25	26 5th Meeting	27	28
29	30	31	Apr. 1	2	3	4
5	6	7	8	9 6th Meeting	10	11
12	13	14	15	16	17	18
19	20	21	22	23 7th Meeting	24	25
26	27	28	29	30	May 1	2
3	4	5 (Deadline for Aug. 24 - Sep. 12 events)	6	7 8th Meeting	8 Deadline for Spring Events	9

*The 8th meeting will be for requests for events within the first three weeks of Fall semester.

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

