

2014-15 SGA Budget Request Form (use for FALL 2014 AND SPRING 2015 FUNDING)

Organizations should use this form to request funding for the 2013-2014 academic year. If funding is requested for more than one program/event, multiple form submissions will be necessary.

ORGANIZATION NAME & CONTACT INFO

Name of Club/Organization

Contact Information

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Email Address

Valid input:

- name@myschool.edu

[Required] Will you or another organization representative be present during the review of your budget proposal(s)?

The SGA Budget Committee will meet Thursdays at 8 am in the SGA Office, 109C Slep. If you are requesting funding other than general allocations, you are highly encouraged to be present at this meeting to answer questions about your proposal. Proposals with insufficient information or missing the necessary quotes will be denied.

Yes

No

[Required] Terms & Conditions

I have read and understand the conditions of submitting a proposal and I understand a sign up sheet is available in 205 Slep to select a time on April 7th to meeting with the committee and it is my responsibility to reserve my own time. I also understand that submissions lacking quotes and/or a representative during the review process may result in my proposal being tabled and/or denied.

Valid input:

- Select only one choice.

I Agree

GENERAL ALLOCATIONS

Clubs and Organizations are eligible to apply for \$250 recruitment, retreat, publicity funds and \$50 in office supplies (only if your organization is granted an office for the 2013-14 academic year). These funds are only awarded once per organization per academic year. General Allocation monies can be used only during the months of August, September, October, January and February. Exceptions will be made for newly recognized groups.

The SGA Budget Committee requires that clubs/organizations use these funds for the purpose they are intended to be used. Therefore, the following policies will be in place to use general allocation funds:

Recruitment uses- provide supplies for a meeting whose purpose is to attract and recruit new members into their organization (the Activity Fair falls into this category). Food costs are not to exceed \$100 of the \$250 allocation charge. NOTE: All food must be purchased from a university authorized vendor. Groups may NOT purchase food that needs to be prepared before it must be served. All recruitment events must be approved on Org Sync to use General Allocation Funding. Recruitment monies can be used in the months of August, September, October, January and February.

Retreat uses- provide support for costs associated with an organization retreat. A retreat consists of a an organized plan for team building and organization enhancing activities. All retreats must be approved on Org Sync to use General Allocation Funding.

Publicity- provides support for costs associated with club publicity not associated with a specific event. For example, a banner with your club name or a table covering with your club name that can be used at multiple events is an appropriate use of these monies. Publicity must first be approved through the Office of Student Life.

[Required] Is your club/organization applying for General Allocations?

Yes

No

If no, skip to next page, if yes, how much?
\$250 max for organizations without offices, \$300 max for organizations with offices. (Refers to office space during the 2013-14 academic year)

Checkboxes (multiple item selection)

Did your club/organization receive General Allocation funding for the 2012-13 academic year?

- Yes
 No

General Allocation Usage for 2012-13 Academic year

If yes, please explain how your club/ organization used your general allocation funding during the 2012-13 academic year. Be specific, listing dates and expenses to the best of your ability. The SGA Budget Committee reserves the right to decrease the allocation amount or deny the request in its entirety based on how the organization previously used the funding.

Funding for a specific program

Do you wish to request funding for a specific program?

- Yes
 No

PROGRAM SUPPORT

If you are requesting funds for more than one program, you will have to submit a separate 2012-2013 SGA Budget Request Form for each program.

[Required] Name of Program

[Required] Date of Program

[Required] Description of Program

(What is the nature of the Program/Activity? How will students and or the campus as a whole benefit by the funding of this proposal? How did you determine the need for this program/activity?)

[Required] Estimated Attendance

Checkboxes (multiple item selection)

Is this a repeat program?

- Yes
 No

Repeat programs only

If yes, please give details about the program (i.e. why it should be repeated, attendance, previous financial support, did it meet it's goals, etc.)

[Required] How will this program be marketed?

[Required] Total cost of program

[Required] Amount requested from SGA

[Required] Reallocation of Funds

Is the amount requested a reallocation of previously awarded funds? If yes, indicate what the previous funds were awarded for and how much was awarded.

Additional Program Support

If you have funding from another source, please check the other areas where you are receiving additional funds.

- Club/Organization Unrestricted Account
- Student Activity Fee
- Academic Department
- Donations
- Other

Breakdown of Additional Funding

Please list the dollar amount you are receiving from the sources listed above

Total Publicity Cost

Total Food Cost

Be sure you are using an approved vendor. If you are unsure visit <http://www.controller.psu.edu/Divisions/RiskManagement/vendors.html>

Total Speaker/Performer/Artist/DJ Cost

Speaker/Performer/Artist/DJ Bio

Please provide a brief bio in the space below

Total Equipment Cost

Equipment Breakdown

List where equipment will be stored and who will be responsible for inventory. All equipment purchased by SGA must be labeled as such.

Total Trip Cost

Please note: SGA will only consider funding 1/2 of the total transportation, and hotel fees.

Trip Breakdown

Please indicated the details of the trip. Example: Bus Cost = \$1100 (Raystown Transit). Hotel Cost = \$99/day (Days Inn). Be sure you are using an approved bus company. If you are unsure visit <http://www.controller.psu.edu/Divisions/RiskManagement/vendors.html> or seek assistance from an Office of Student Life staff member.

File Upload

Quotes

Please be advised that quotes will be required before your proposal will be reviewed. Quotes should be uploaded using the box below.

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