

Student Government Association Funding Request Form



*Note that the request must be turned in at least **THREE weeks** in advance to be considered*

Organization's Name: _____

Signatures:

President: _____ Phone: _____ Email: _____

Treasurer: _____ Phone: _____ Email: _____

Advisor: _____ Phone: _____ Email: _____

Total amount requested: _____

On a separate sheet of paper (TYPED) please answer the following questions individually:

1. Describe, in full detail, the event you are requesting funds for.
2. List the specific items and their cost that you will be purchasing if the amount requested is allocated.
3. Who has the ability to benefit from this event, and how many people are you expecting to attend?
4. Why do you feel your organization deserves the money requested?
5. Do you plan on using this money to help a fund-raising event for your organization? If so, what will you do with the money raised?

Please deliver to the Campus Life Office in the Student Center at least three weeks before the event. If you have questions, contact the Student Government Treasurer or any SGA officer.

It is advised that you have a member represent your group at the Student Government general meeting when your funding request is being voted upon. This enables your group to answer student senators' questions in an effective and accurate manner. An SGA Executive Member will contact you to let you know at what meeting your funding request will be voted upon.

Please note that a representative from your group may be asked to discuss the funding request personally at a SGA Executive Committee meeting upon request.

YOU MUST SUBMIT RECORDS TO THE CAMPUS LIFE OFFICE STATING HOW THE MONEY WAS SPENT, INCLUDING RECEIPTS, ONE WEEK AFTER THE EVENT OR PURCHASE

FOR STUDENT GOVERNMENT USE ONLY:

Amount approved _____ Date: _____

Reasoning if amount allocated is different than what was requested: