



Student Government Association Funds Request Form

Club Name _____ Today's Date _____

What funds are you applying for? Matching Grant Major Event Funds Leadership Grant

Description of planned activity or conference _____

How will this activity benefit the students? The College? _____

Estimated total expense for this activity _____ Amount requested from SGA _____ Date Needed _____

Does your student organization/program have funds to contribute? Yes No

Major Events Grant

Event/Program Name _____ Event Date _____

Is there another source of funds to support this activity? Yes No If yes, what is the source? _____

How many students do you expect to participate? _____

Do you plan to advertise this activity? Yes No If yes, how? _____

Matching Grant

What is your current account balance? _____

How much money has your student organization raised since July 1? _____

Leadership Grant (Attach a copy of the registration form)

Cost of registration per student? _____ Number of students attending _____

Do you have an active representative on the SGA? Yes No What is their name? _____

Advisor Name _____ Telephone No. _____

Signature _____ Campus Address _____

President/Treasurer Name _____ Telephone No. _____

Signature _____

Below For Student Activities Use Only

Date Received _____ Received By _____

Date Reviewed by SGA _____ Amount Approved _____

SGA President _____ SGA Advisor _____

Date check requisition submitted to Financial Services _____

SGA Club Funding Policy

Each semester, various clubs on campus have reasons to request a fund disbursement from the SGA. Here are the SGA grants available to recognized clubs:

- **Matching Grant:** Clubs can request up to \$250 per semester to be matched for money that they have earned through fund raising efforts. The matching grant can be used for any purpose that the club chooses.
- **Major Event Grant:** Clubs can request up to \$500 per semester for a major event that they will host on campus that is open to the Student Body. Any money that is not used for the event will be returned to the SGA's general fund.
- **Leadership Grant:** The SGA will pay up to \$300 per club per semester for registration fees for conferences that they will attend. Each club must provide proof of registration and provide the appropriate paperwork signed by a club adviser, and the grant will be awarded after a General Body vote. After the conference the club will be asked to either submit a paper on what was learned or provide a leadership lesson from the conference to the General Body SGA. If more money is given than used, the club is responsible to return the extra money, or they will be placed on probation and will not be allowed to request any money for the next semester.

Any club in good standing can request any of these grants from the SGA after the first General Body meeting with the understanding that the club will attend at least (4) four General Body meetings in that semester or the club will be placed on probation and not allowed to receive any money for the next semester.

A club must still take their request to the SGA General Body Meeting for a vote of the General Body. The club must:

- be a recognized student organization,
- in good standing
- with at least 5 members.

New clubs can apply for a grant after attending 4 General Body Meeting after they have become recognized.