



SGA Funds Request Form

Student Government Association (SGA) student organization allocation dollars are intended to support student organization activities, events, conferences, and special projects. Requests will be reviewed, discuss, and approved by the SGA.

DEADLINES: Funds requests should be received in the Central Campus Student Life office by the end of the business day on the 1st and 3rd Monday of each month (during fall and spring semesters only). Funds requests are heard by SGA on the 1st and 3rd Wednesday of each month at 12:30 pm in Overcash 242.

Please read the "Requesting Funds from SGA" section of the [Student Organization EQUIP Handbook](#) and complete the following. Please attach any requested supporting documents. If approved, funds will be transferred into your organization's on-campus account.

Contact Information:

Name of Student Organization: Date Submitted:

Name of Person(s) Completing Request:

E-mail Address: Phone:

Description:

Name of Activity/Event: Date(s):

Please write a brief description of this activity/event:

How will this activity/event benefit CPCC students?

How many students are expected to participate?

Is this event, activity, or trip open to students outside your student organization? YES NO

Is travel involved? YES* NO *Attach the [Intent to Travel Form](#) and make sure all students purchase the Student Accident Insurance.

Expenses:

* SGA typically covers costs with fixed amounts (i.e. supplies, registration, airfare, hotel, etc.).

* SGA will, typically, not approve funds for food, gas, or other undetermined amounts.

Please describe your expenses below:

Preferred Method of Payment (Check, Visa, Cash)?

| | | | | |
|---------------------------------|--|----------|--|--|
| <u>Supplies</u> Expenses: | | Total \$ | | |
| <u>Artist/Service</u> Expenses: | | Total \$ | | |
| <u>Registration</u> Expenses: | | Total \$ | | |
| <u>Accommodation</u> Expenses: | | Total \$ | | |
| <u>Transportation</u> Expenses: | | Total \$ | | |
| <u>Additional</u> Expenses: | | Total \$ | | |
| GRAND TOTAL | | \$ | | |

Funding:

Funds are approved based solely on the information provided from the original Funds Request Form.

Organizations may only request funds once for each event. If any changes on the Funds Request Form occur after funds are approved, or the intended use of the funds change, the student organization's advisor and president must note the changes in writing to the Associate Dean of Student Life. Changes may include, but are not limited to: the name of the event, the date of the event, the venue of the event, the content of the event, the organizations co-sponsoring the event, or any fees or other attendance charges. If the planned function is cancelled or postponed, the allocated funds shall be transferred back to SGA.

Student organizations, whose funds requests are approved, must return a SGA Summary Report Form to the SGA within two (2) weeks after travel or event. This may either be a written summary or an oral presentation to the SGA detailing the event. The report should include at least the following: the success and/or failure of the events as a result of the approved forms and information on how this project benefited the participants and the College.

GRAND TOTAL of Expenses Listed Above: \$

Subtract:

Total amount the student organization is contributing of currently available funds? \$

Total amount the student organization is going to fundraise prior to the event: \$

Total amount students are paying out of pocket: \$

Total amount contributed from other sources (departmental support, foundation, or others): \$

Equals:

Total amount you are requesting from SGA? \$

STUDENT LIFE USE ONLY

Date Request Received: Date Request Reviewed: Amount Approved: \$

Organization Unit #: Funds Transferred: Transfer Reference Number:

Student Life Representative: SGA Representative: