



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, discussed, and approved by the SGA.

DEADLINES: Funds requests should be received in person at the Central Campus Student Life office or scanned to clubs@cpcc.edu **no later than 5pm on the 1st and 3rd Monday** of each month (during fall and spring semesters only). After receipt of paperwork, Jennifer Conway **will review and contact the submitter** to schedule the Funds Request Hearing at a SGA meeting on the **1st or 3rd Wednesday** of each month at 12:30pm 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 Jennifer Conway at 704-330-6743 or at clubs@cpcc.edu with questions.

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 a completed Intent to Travel Form*

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.

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

Please describe your expenses below:

Supplies Expenses:	<input type="text"/>	Total \$	<input type="text"/>	<input type="text"/>
Artist/Service Expenses:	<input type="text"/>	Total \$	<input type="text"/>	<input type="text"/>
Registration Expenses:	<input type="text"/>	Total \$	<input type="text"/>	<input type="text"/>
Accommodation Expenses:	<input type="text"/>	Total \$	<input type="text"/>	<input type="text"/>
Transportation Expenses:	<input type="text"/>	Total \$	<input type="text"/>	<input type="text"/>
Additional Expenses:	<input type="text"/>	Total \$	<input type="text"/>	<input type="text"/>
GRAND TOTAL		\$	<input type="text"/>	<input type="text"/>

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:	\$	<input type="text"/>
Subtract:		
<u>Total</u> amount the student organization is contributing of currently available funds?	\$	<input type="text"/>
<u>Total</u> amount the student organization is going to fundraise prior to the event:	\$	<input type="text"/>
<u>Total</u> amount students are paying out of pocket:	\$	<input type="text"/>
<u>Total</u> amount contributed from other sources (departmental support, foundation, or others):	\$	<input type="text"/>
Equals:		
Total amount you are requesting from SGA?	\$	<input type="text"/>

Advisor Signature: Date:

STUDENT LIFE USE ONLY			
Date Request Received:	<input type="text"/>	Date Request Reviewed:	<input type="text"/>
		Amount Approved:	\$ <input type="text"/>
Organization Unit #:	<input type="text"/>	Funds Transferred:	<input type="text"/>
		Transfer Reference Number:	<input type="text"/>
Student Life Representative:	<input type="text"/>	SGA Representative:	<input type="text"/>