



Club Request for Additional Student Activity Money

Club/Organization: _____ **Date of request:** _____

Club/Organization Advisor: _____

Date of Event or Activity: _____

Location and Time of Event or Activity: _____

Description of event or Activity: _____

Payment Due Date: _____

Current fund balance of club/organization: _____

Designated funds for this activity: _____

Amount requested from SGA: _____

(Listing all fundraiser(s) and amounts received in order to accomplish the event/ activity requested.)

Club Advisor (Print Name)

Signature

Date

SGA President

Signature

Date

SGA Advisor

Signature

Date

Dean of Student Services

Signature

Date

Board Member Coordinator

Signature

Date

Approved

Denied

Funding Request is not approved until all appropriate people have approved the funding/location of event.



GUIDELINES FOR REQUESTING FUNDS

- Provide letter detailing the financial needs of the club.

- Each club requesting additional funding will receive 10% of their request up to \$100 upon approval of the request

- Funding requests submitted at least one month prior to the event will be matched according to fundraising efforts of the club requesting the funding. Funds can be matched up to \$1000.00

- The club must be active and in good standing with the SGA and up to date with monthly reporting.

- All requests must be made at least one month prior to your activity.

- Funds requested for an event should consider reasonable benefit by students in general.

- The club must provide all account numbers pertaining to the organization requesting the funds.