



### 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.)

_____	_____	_____
<b>Club Advisor (Print Name)</b>	<b>Signature</b>	<b>Date</b>

_____	_____	_____
<b>SGA President</b>	<b>Signature</b>	<b>Date</b>

_____	_____	_____
<b>SGA Advisor</b>	<b>Signature</b>	<b>Date</b>

_____	_____	_____
<b>Dean of Student Services</b>	<b>Signature</b>	<b>Date</b>

_____	_____	_____
<b>Board Member Coordinator</b>	<b>Signature</b>	<b>Date</b>

**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.