



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

_____	_____	_____
Vice President 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.

Updated 07/08/2025



GUIDELINES FOR REQUESTING FUNDS

- Provide a 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 before the event will be matched according to the 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 before your activity.
- Funds requested for an event should consider the reasonable benefit to students in general.
- The club must provide all account numbers of the organization requesting the funds.