

How do I request money for my organization from SGA?



Frequently asked questions
about SGA funding

Requesting money from SGA can be intimidating, but with these 4 simple steps you can easily receive up to \$2500 for your club or organization. Please remember that the money is on a first come first serve basis.

Step 1: Obtain and fill out paperwork

What is this “paperwork”?

The type of form you will need depends on what you are requesting the money for. There are three different categories: Basic Operating, Retreat and Conference. For definitions of these please refer to the funding guidelines.

Where can I find these forms?

All paperwork is available in the SGA office underneath the mailboxes on the wall to your right hand side when you walk in the office.

How do I fill these forms out?

No funding requests will be considered unless a completed and legible form is handed in. Be sure to provide a contact person and their information. This person should be someone who SGA can get a hold of if there are any questions. This person will also be called when the request has been passed by the Budget and Finance Committee. Along with the form you need to hand in proof of a fundraiser. See Funding Guidelines for new rules.

Step 2: Turn in the paperwork

Where do I turn in the requests?

Requests need to be put in the SGA Treasurers mailbox in the SGA office.

Are there any deadlines for the paperwork?

The whole process of requesting money takes time. There are several steps, explained below, that they must go through before you can receive your money. If you would like your item to be voted on at the next SGA meeting then all requests should be turned in by Tuesday at

noon. You can find the SGA meeting days in your Datebook/Handbook, they are held every other week.

- A) Once the request is submitted it must first be passed by the budget and finance committee. The budget and finance committee decides if your request follows the funding guidelines.
- B) From there, if the request is passed, it will be voted upon at the next SGA meeting.

Step 3: A representative from your Organization must attend the SGA meeting

When and where are the SGA meetings?

The Student Government Association meets every other Thursday at 7:30pm in room 219 in the Waldron Campus Center.

Why does my Organization need someone to be at the meeting?

At least one representative must be present at the meeting. This person will be asked to give a brief description of the retreat, conference or basic operating costs. They should also be prepared to explain any questions that the Student Government Representatives may have before voting on your item.

Step 4: Turn in all the receipts with the Receipt Return Form

What is the “Receipt Return Form”?

This form is given to the representative at the SGA meeting after there request has been approved. This needs to be turned in with all receipts, in an envelope. The envelope then should be placed in the SGA Treasurer’s mailbox. Be sure that if you have gone on a conference that you make your presentation to the SGA in order to receive your money. NO money will be issued until this is done.