Student Organization Fund Request Form
Student Government Association

Organizations must meet the following requirements to be eligible to receive funding:

1. Must be a registered student organization on the Cameron University campus.
2. Funds must be used for the improvement of the organization and the benefit of Cameron University.
3. Must have an actively participating Representative in SGA.
4. Must turn in the Funding Request Application at least one month before the planned usage of funds.
5. Must have a representative from the organization meet with the Finance Committee by appointment within one week of application submission.
6. Must comply with specific fund distribution guidelines set forth by the Finance Committee.

The following are steps required to gain funding through SGA:

1. The organization must submit a Funding Request Application along with a single page statement detailing the reason(s) for the request and an estimated summary of expenses detailing how the money will be spent.
2. After the Finance Committee has made a decision, the SGA Treasurer will notify the organization by letter and by personal notification to the organization’s Representative at the following SGA meeting.
3. If the organization is approved for the funding, the money will be transferred from the SGA account into the organization’s on-campus account. No money will be given directly to any individual.
4. The organization will be responsible for collecting receipts for all expenses occurred. A copy of all receipts must be turned in to the SGA Treasurer within two weeks of event completion. The total of the receipts must equal or exceed the amount requested by the group.
5. If the total amount of expenses does not meet the amount given to the organization, SGA will seek recoupment of all funds granted by the Finance Committee.

Name of the Organization Applying: 

On-Campus Account Number: 

Name of Contacting Applying: 

Contact E-mail: ___________________________ Phone #: ___________________________

Amount Requested: ___________________________ Date of Application: ___________________________

On a separate sheet of paper, in 200 words or less, write how this contribution will improve your organization and benefit Cameron University as well as its student body. Also give a brief description event that the funds will be used at, location and date of the event, and a summary of estimated expenses.