

SGA Funding Request Application 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 organizational representative in Good Standing with SGA.
4. Must turn in the Funding Request Application *at least 3 (three) weeks 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 (which will be outlined at the end of this document).

If any of these conditions are not met, the SGA will not provide funding to the organization. If any information filled out in the form is incorrect or the organization is not in compliance with fund distribution guidelines, the SGA reserves the right to withdraw the funds given to the organization and decline distributing funds to the organization in the future. If the funds are already spent, the SGA reserves the right to either a) garnish the organization's future income to the quantity spent or b) withdraw the quantity given from the organization account, regardless of whether it goes into the negative or not.

Please fill out the following form:

Name of Hosting Organization: _____

On-campus Account Number: _____ Amount Requested: _____

Today's Date: _____ Organization SGA Rep: _____

Rep Email: _____ Rep Phone #: _____

Organization Faculty Advisor: _____ Office: _____

Advisor Email: _____ Advisor Extension: _____

Advisor Office Hours: _____

Type of Event (please choose one):

- | | |
|---|--|
| <input type="radio"/> Recruitment | <input type="radio"/> Workshop/Education |
| <input type="radio"/> Fundraising | <input type="radio"/> Guest Speaker |
| <input type="radio"/> Campus Betterment | <input type="radio"/> Other: _____ |

Event Day: _____ Event Time: _____ Event Location: _____

Questions? Contact SGA at cusga@cameron.edu or visit their office located in the McMahon Centennial Complex room 207.

Please provide a description of your event:

Itemized expected costs (if providing a share-a-cart link, please state as much and include the link on this form):

Do you intend to request, or have you requested SAFAC Funds? Yes No

If yes, how much has been requested/approved by SAFAC? _____

Sign agreeing to the following distribution guidelines:

- The organization will not charge for entry and/or participation in the event.
- Any promotional material made for the event will include in legible print “Funded by the SGA” in a visible location on the document.
- The event will be available to all students of Cameron University.
- The organization will keep the receipts for the event and send them to the treasurer when the purchases have been made.
- The organization will provide a number of attendees after the event has taken place.

X

SGA Representative Signature