

SGA Fundraising Loan Application Form

Student Government Association



Organizations must meet the following requirements to be eligible to receive a loan for fundraising:

1. Must be a registered student organization on the Cameron University campus.
2. Must have an organizational representative in Good Standing with SGA.
3. Must turn in the Fundraising Loan Application **at least 3 (three) weeks before** the planned usage of funds.
4. Must have a representative from the organization meet with the Finance Committee by appointment within one week of application submission.
5. Must not have any active loans with SGA.
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 for the purpose of fundraising. 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. If a payment is missed and/or late without an appropriate reason, a fine will be added to the loan amount.

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/Staff Advisor: _____ Office: _____

Advisor Email: _____ Advisor Extension: _____

Advisor Office Hours: _____

Type of Fundraiser (please choose all that apply):

- ☐ Bake sale
- ☐ Merch sale
- ☐ Other: _____

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

Please provide a description of your event and what you plan to sell:

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

Preferred Date of Pickup: _____ Time: _____

Signing means agreeing to the following distribution guidelines:

- 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.
- If the event day, time, or location changes, the organization representative will let the SGA know, the due date of funds will also change.
- 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 labels and an allergen list when handling food.
- The organization will pay back the loan no later than a month after the event.

X

SGA Representative Signature