



2017-2018 SGA FUNDS REQUEST INFORMATION SHEET

BASIC GUIDELINES

Each year the Student Government Association (SGA) receives allocated money from the Division of Student Services. These funds are intended to be used in part to assist recognized student organizations with activities, events, conferences, competitions and special projects. Funds may also be used to buy supplies such as displays boards, tablecloths, etc. Organizations may **not** request money to cover the costs of a fundraising project or to purchase items that will be given away to individuals outside of their organization.

Organizations are expected to cover at least 25% of the expenses for the event or requested item(s).

REQUEST LIMIT

Student organizations in good standing may request up to \$600.00 to help fund an event/activity or to purchase supplies. More than one request may be submitted each academic year. However, no student organization will receive funding in excess of \$600.00 for the year.

The amount of eligible funding will be reduced by 10% for every SGA Leadership Team meeting held after September 1 at which the club does not send a representative. If the infraction occurs after the club has received funding for the year, the penalty will be assessed to the organization during the 2018-2019 academic year.

PROCESS

Fund request applications are presented to the SGA Leadership Team for approval. Applications may be dropped off at a SGA office (008 Main in South Charleston or 210 Davis Hall in Montgomery) or given to Jeanne Smith, 413 Davis or James McDougle, 032 B2000. Once received, notification of receipt will be sent to the club member who completed the form and the organization's advisor.

The SGA Leadership Team determines funding based upon the potential benefit to the participants, the potential benefit to the college, the equitable distribution of funds to student organizations, and the availability of student activity funds in each budget year. Awards may be made in full or in part depending upon the availability of funds.

DEADLINE FOR SUBMISSION

Fund requests must be submitted at least five (5) business days prior to the SGA Leadership Team meeting at which the organization wishes to have their request on the meeting agenda. The dates of all SGA Leadership Team meetings may be found on the College website calendar and on the SGA homepage. **The final day to apply for funds for this academic year is Wednesday, February 28, 2018.**

FOLLOW UP

If the request is approved, it is the responsibility of the individual making the request to meet with the Director of Student Life to discuss the available methods for transferring the funds. **Students should not pay out of pocket expenses as SGA student activity funds cannot be used for purposes of reimbursement.**

Organizations granted funding are required to submit an After Action Review (AAR) within two weeks of the event. The AAR should describe what went well, what could be improved upon and if the goals of the activity were achieved. A simple one page report is acceptable.



2017-2018 SGA FUNDS REQUEST APPLICATION

Name of Student Organization: _____

Name of Person Completing Request: _____

Position in Organization: _____

BridgeValley Email Address: _____ Phone: _____

Name of activity/event or item(s) to be purchased: _____

Date(s) of activity/event (if applicable) _____

Please provide details of the activity/event* along with three desired outcomes or a list of requested items:

Total amount **your organization is providing** through non-institutional funds (i.e. fundraising, donations, membership fees, etc.) _____

Total amount being covered by other institutional monies (i.e. department budgets, grants, etc.) _____

TOTAL AMOUNT REQUESTED FROM SGA _____

Please provide in detail what the money will be used for (additional sheets may be attached if necessary).

I certify that I have read the 2017-2018 STUDENT ORGANIZATION FUNDS REQUEST INFORMATION SHEET.

Applicant Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

*If the event requires travel off campus, a student participation release form must be completed for each student attending the event. These forms are available online (Student Life page) or from the Director of Student Life.