McKendree University, Student Government Association (SGA)

Budget Request Packet

Please familiarize yourself with following details regarding budget request procedures before you complete your application:

• SGA budget funds come from a special budget designed to assist need-based projects that provide an educational and developmental opportunity to McKendree University students. All RSO’s requesting funding should review the SGA Constitution and Bylaws before filling out this form.

• This fund is a special budget delegated each year out of the Student Activities Fee and is available to any Registered Student Organization (RSO). There is a limited amount of money available, so not all requests will be granted and not all approved requests will be fully funded.

• Due to its nature, it is important that the projects be of maximum benefit to the student body. It is also expected that the applicant RSO have had made an effort to fundraise prior to the application; RSO’s failing to do so, may be denied funding. It is not recommended that organizations apply for funding multiple times in a semester.

• Budget Requests must be turned in by 12pm (noon) the Monday before the committee meeting to be considered for that week’s meeting. Packets may be submitted electronically to TJ Kelly, SGA Treasurer, at tjkelly@mckendree.edu or may be dropped off in the SGA mailbox. The SGA mailbox is located in the Student Affairs office on first floor Clark Hall. The SGA Finance Committee will review your application. You will be contacted by the SGA Treasurer to set up your meeting with the SGA Finance Committee.

• The Meetings are held twice a month on Wednesdays at 3pm in Clark 204. Meetings will be held on 2/5/14, 2/19/14, 3/5/14, 3/19/14, 4/9/14, and 4/23/14. You will have five minutes to present your request to The Finance Committee. You should be able to answer questions regarding your request. Barring extenuating circumstances, you will not be allowed to schedule an alternate meeting time. SGA reserves the right to investigate the funding request further or delegate the request to the Office of Student Affairs.

• You will then be contacted by the SGA Treasurer regarding your monetary award. The Business Office will transfer the funds to the RSO account in 2-3 business days of notification. Your organization must have an account with the Business Office to receive funding.

• After the allocated funds have been spent, it is the responsibility of the student organization to submit a copy of all receipts, invoices, and proofs of purchases to the SGA Treasurer or SGA office. If justification of expenditures is not provided, the student group puts itself at risk for
fines, revoking of recognized status, freezing of assets, and will be responsible for replacing the funds spent. Additionally, the student group will be unable to apply for future funding.

Thank you for your interest in SGA funding. We assure you that our application process will be both impartial and expedient.

Official RSO Name: ________________________________

Mission Statement of RSO: ________________________________

Name of Student Contact: ________________________________

Phone Number of Student Contact: ________________________________

Email Address of Student Contact: ________________________________

Faculty Advisor Name: ________________________________

Faculty Advisor Signature: ________________________________
McKendree University, Student Government Association (SGA)
Budget Request Packet

Account Number where the funds will be deposited (15 digits): ___________________________

Balance of funds in organization account at the time of placing this request _________________
Verified by __________________________(Business Office Signature)

List of additional accounts from which support for this trip/organization/group is available as well as balance on those accounts at the time of placing this request.

_________________________________________________________________________________

Verified by __________________________(Business Office Signature)

Annual Budget: __________________________

Reason for Application: ______________________________________________________________

_________________________________________________________________________________

Annual Goals: ________________________________________________________________

Number of Years Active: __________________

Number of Current Members: ________________

Number of Active Members Involved in Project: __________
McKendree University, Student Government Association (SGA) Budget Request Packet

President: ________________________
Vice President: ____________________
Secretary: _________________________
Treasurer: _________________________

Please describe the nature of your organization’s purpose, mission, and activities:

Please describe the reason that you are requesting funding:

What does your group hope to gain through this project/activity:

Please address how this project will benefit the McKendree University campus community:

Total Budget:
McKendree University, Student Government Association (SGA)
Budget Request Packet

Fundraising and Grants Collected:

Amount Requested:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>$</td>
</tr>
<tr>
<td>Supplies</td>
<td>$</td>
</tr>
<tr>
<td>Registration</td>
<td>$</td>
</tr>
<tr>
<td>Dues and Fees</td>
<td>$</td>
</tr>
<tr>
<td>Postage</td>
<td>$</td>
</tr>
<tr>
<td>Printing</td>
<td>$</td>
</tr>
<tr>
<td>Travel</td>
<td>$</td>
</tr>
<tr>
<td>Hotel</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
</tbody>
</table>

**Equipment:**
1. Cost:
2. Cost:
3. Cost:

**Supplies:**
1. Cost:
2. Cost:
3. Cost:
Registration:
Event Name: ___________________________  Event Location: _____________

$ _______ per person  X ________ Persons  =  Cost:

Dues and Fees:
Organization Name: ____________________________________________

$ _______ per person  X ________ Persons  =  Cost:

Travel:  (Circle)  Plane  Train  Bus  Automobile

$ _______ per ticket  X ________ tickets  =  Cost:

Rental Car Cost: __________________________

Gas money: ____________________________

Hotel Costs:

Hotel Name: ____________________________________________

Hotel Address: ____________________________________________

Hotel Phone #: ____________________________________________

$ _____ per room  X ________ # of Rooms  X _______ # of Nights

Total Hotel Costs: __________________

SGA requests that you submit a report detailing how the money was used. Please attach to this form ALL invoices and receipts from your event and submit it to either the SGA Treasurer or the SGA mailbox in First floor Clark Hall.

1. Please describe some of the planning and pre-event work your organization did:
2. Please describe the actual event or activity:

3. How did the event benefit the student body?

4. How would you rate the overall success and why?