

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.
- ★ 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 tried 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

The SGA mailbox is in the Student Affairs office on first floor Clark Hall. The SGA Finance Committee will review your application. The SGA Treasurer will contact you to set up your meeting with the SGA Finance Committee.

- ★ After the meeting, 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.

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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: _____

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

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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: _____

President: _____

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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:

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Total Budget:

Fundraising and Grants Collected:

Amount Requested:

Equipment	\$
Supplies	\$
Registration	\$
Dues and Fees	\$
Postage	\$
Printing	\$
Travel	\$
Hotel	\$
Other	\$

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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 #: _____

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\$ _____ 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?

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