



SGA Request for Funds 2019-2020 Academic Year

Organization Requesting Funds: _____
Organization President: _____
Organization Treasurer: _____
Form Completed/Submitted By: _____

Name of Event:
Date of Event:
Location of Event: If on campus, have you reserved the space for this event? _____ YES _____ NO _____ N/A Has a work order been submitted?* _____ YES _____ NO _____ N/A *A work order must be submitted if you need tables, chairs, audio/visual, or catering for your event. The deadline to submit a request is 14 days before your event. Requests after the deadline will not be accepted. Please contact Student Life to assist with creating a work order.
Event Description and Purpose _____ _____ _____ _____ _____
Is this event a fundraiser?* _____ YES _____ NO *Money awarded for fundraisers acts as a loan. The total amount that is distributed for a fundraiser is owed back to SGA after the event. The excess profits that are made belong to the club/organization. If yes, what are you fundraising for? _____



Attendance and Marketing

Expected Attendance
Will there be an attendance fee? If so, how much?
Are you collaborating with any other organization? If so, who?
How do you plan to market/promote the event? Please list all initiatives.

Funding

Will you be fundraising to help pay for this event? If so, what type of fundraisers will you be having? What is the target amount you hope to raise?
Will you be using funding from any other source? (i.e. University department or donation)



Please describe below how you intend to use the funds for this event.

Food (catering, meals, snacks, etc.)

Item	Cost
	Total Food: \$

Supplies (materials such as paint, utensils, decorations, flyers, etc.)

Item	Cost
	Total Supplies: \$

Entertainment (outside vendors, activities, DJ's, etc.)

Item	Cost
	Total Entertainment: \$

Miscellaneous (specify the item)

Item	Cost
	Total Miscellaneous: \$

TOTAL COSTS

Total cost of event: _____

Total funding from other sources: _____

Total amount requesting from SGA: _____