

For SGA Office Use Only:

Received and Checked by:

Date:

Time:



Powell 132 | www.sga.eku.edu | 622-1724

Fall 2008 Organizational Funding Request

Revised 1/21/08

**Return completed packets to the SGA Office
by Tuesday, September 30th, 2008 at 5:00 PM.**

Organization Name: _____

(Please use your official name on file with the Office of Student Life)

Your Signature _____

For SGA Use Only:

Appropriations Committee:	Date Heard:	Rank:	Signature of Appropriations Chair:		
Student Senate:	Date Heard:	Approved?	Denied?	Amount Awarded:	Signature of Executive Vice President:

File in the SGA Office for a period of 5 years.

Applicant Information

Organization Name:			
Organization Type:			
<input type="checkbox"/> Departmental	<input type="checkbox"/> Honorary	<input type="checkbox"/> Social Fraternity	<input type="checkbox"/> Governance
<input type="checkbox"/> Service	<input type="checkbox"/> Sports	<input type="checkbox"/> Social Sorority	
<input type="checkbox"/> Special Interest/Activity	<input type="checkbox"/> Religious	<input type="checkbox"/> Residence Hall	
Person Completing This Application:			
Applicant Phone:		Applicant Email:	
Faculty Advisor:			
Advisor Phone:		Advisor Email:	
Number of Officers:	Number of Active Members:	Are dues required?	If yes, how much?
How often do you hold meetings?	Average Attendance:	What year were you founded on EKU's campus?	
Purpose or mission of your organization:			
Will your organization be using/requesting funds for this initiative other than those requested from the SGA? If so, explain:			
Date and location of the event for which you are requesting funding, if applicable:			

Signatures from your Faculty Advisor are required on pages 4 and 6.

Important Things You Should Know

- A detailed explanation of the statutory policies and procedures for organizational funding can be found in the Bylaws of the Student Senate, available in the SGA Office in Powell 132 and online at www.sga.eku.edu.
- Money is only available to student organizations that are registered and active with the Office of Student Life.
- SGA's preference is to fund groups that are open to all Eastern Kentucky University students. If your organization precludes certain types of students from being members, it is unlikely that you will be awarded funds.
- It is the responsibility of your organization to solicit sponsorship from a Student Senator so that your request has a patron on the floor of the Student Senate. A list of Student Senators is available in the SGA office or online at www.sga.eku.edu.
- Your funding request must include an itemized budget that details all of the expenses related to your request. If an itemized budget is not included, your application will not be considered.
- A representative from your organization is encouraged to attend the Student Senate appropriations session. Should you choose to attend, you will be given the opportunity to make a thirty second address to the Senate regarding your application. For more information, please contact the SGA Executive Vice President at 622-1724 or sga@eku.edu.
- SGA is not responsible for expenses that exceed the approved allocation.
- Awarded money must be claimed within sixty days after the event or program has occurred. Should you be awarded funds, a detailed letter of explanation will be sent to you with instructions on how to claim your funds.
- The funds that SGA awards are considered to be public funds; due to restrictions established in United States and Kentucky law and University policy, there are some things for which SGA cannot provide funding. These items include:
 1. Subscriptions;
 2. Non-university printing services;
 3. Taxes;
 4. Personal gifts, donations or contributions;
 5. Financial aid or scholarships for organization members;
 6. Expenses incurred prior to the appropriations session for which you are applying;

Important Things You Should Know, Continued

- If you are requesting catering or food (including meals for traveling) we are required to allow Aramark Dining Services to offer a first bid. Accordingly, SGA administers a separate Aramark grant program, which allows student organizations to purchase such items. If you have not applied for that program, it is unlikely that you will be awarded funds for food through the organizational funding process.
- When at all possible and reasonable, we require the SGA logo and a word-mark to be prominently displayed on all materials associated with the initiative for which you are awarded funds, along the following guidelines:
 1. For printed materials, the SGA logo must be displayed along with the statement "Funded by your Student Government Association." If we are merely a partial sponsor, the statement should read "Funded in part by your Student Government Association."
 2. For apparel, only the SGA logo must be used.
 3. The SGA logo is available by contacting the SGA office.
 4. The placement of the SGA logo and word-mark must be approved prior to printing by the SGA Executive Vice President. We will be happy to discuss with you placement of our logo and word-mark in a manner that does not distract from or interfere with the aesthetics of your items.
- Important dates in this process:

Tuesday, September 30th, 2008 – Applications due to the SGA Office by 4:30 pm.

Tuesday, October 14th, 2008 at 5:00 in Jagers – Student Senate appropriations session.

60 Days after your event- Any necessary documents must be remitted to SGA.

Signature Box 1:

Please sign below to signify that you have read and understand these important items.

Signature of Applicant: _____ Date: _____

Signature of Advisor: _____ Date: _____

Required Documentation

1. The Letter of Approval:

The leadership of RSO's changes year to year, but Faculty Advisors tend to stick around a bit longer. To better ensure that the initiative for which you are applying is tied to the overall goals of your group we require a signed letter of approval from your Faculty Advisor.

2. The Project Description

This should be brief; four pages is probably too much. Your itemized budget and product information are not included in this document. Rather, we're looking for you to demonstrate the importance of the initiative for which you are requesting funds. As you do so, please answer the following three questions:

1. Please explain what you are hoping to achieve in receiving these funds.
2. Describe specifically the purpose of the items in your itemized budget.
3. How will this initiative benefit the University community?
4. What fundraising has your organization already done, if any? If your organization has not done fundraising, please explain why.

4. The Itemized Budget:

This kind of documentation helps us see at a glance exactly how many of each type of item you want. All of the items and costs for which you are requesting funds must be itemized with actual cost displayed. Any applicable shipping and handling fees must be included in your total proposal request.

An example of an itemized budget is as follows:

1 hotel room at \$99.99 a night. x 5 night	=	\$499.99
Conference registration for 1 individual at \$200 .00	=	\$200.00
1 display board at \$30.00	=	<u>\$30.00</u>
Total Request:	=	\$729.99

Any similar itemized format will also be accepted.

5. Product Information (if applicable):

If you are applying for funds to purchase goods from a vendor, the following items are helpful to us in visualizing what you have in mind, and should be included with this packet:

1. If purchasing from an online vendor, a printed page displaying the item(s).
2. If purchasing from a catalog, a copy of the page with the particular item(s) highlighted.
3. If purchasing directly from a company or retail store, a quote for the actual price of all items on company letterhead.

Signature Box 2:

We, the undersigned representatives of our organization, have read and understand the information contained in this application packet. We affirm that the information we have supplied is accurate. We agree to abide by the terms listed in this document, as well as those explained in the bylaws of the Student Senate and Constitution of the Student Government Association.

Furthermore, we pledge to fully cooperate with the Student Government Association should the need arise to investigate our organization and confirm our expenses, and we understand that misrepresentations in the information we have supplied and/or failure to abide by the terms mentioned in this packet may result in a revocation of funds and ineligibility for future application.

Signature of Applicant: _____ Date: _____

Signature of Advisor: _____ Date: _____

This concludes the application packet. A checklist is included on the next page, which you should feel free to detach.

SGA Organizational Funding Checklist

We thought you might find this handy. Feel free to detach this page.

I've completed/attached the following:

- Signed letter of from my Faculty Advisor
- A written project description.
- Itemized budget.
- Product information if applicable.
- My signature and that of my Faculty Advisor on pages 4 and 6.

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60 Days after your event- Any necessary documents must be remitted to SGA.

Contact Information:

- For questions about application process, procedures, limitations, policies, etc.:

Lindsey Cross and Dajuane Harris
SGA Executive Vice President and Appropriations Chairs
Lindsey.cross@eku.edu , Caleb_rice21@eku.edu, and Kristeena_winkler4@eku.edu
Powell 132
622-1724
www.sga.eku.edu

- Questions about University purchasing procedure and policy:

Linda Herzog
Associate Vice President for Financial Affairs
Linda.herzog@eku.edu
Jones 118
622-4642