**

**SGA FUNDING REQUEST**

The Student Government Association (SGA) at the San Francisco Bay Area Campus (SFBY) is committed to building a professional community, advocating for students, fostering opportunities for professional development, networking, and promoting diversity on our campus and in our

community. The real power of our association stems from making personal connections with

other students, leaders, advisors, and professors on campus.

The following contract between SFBY-SGA and Students or Campus Groups ensures that SGA funds are spent promoting professional development, networking, diversity, and equality in our campus and for our student body. Thank you for your interest.

**Please Read the Following Contract Carefully and Initial**

\_\_\_\_\_\_**Purpose of SGA Funding**

SGA Funding can help Campus Groups organize and host campus events that align with

the SGA’s mission. Additionally, SGA Funding can assist students with costs associated with their professional growth and development. Broadly, the SGA aims to support events that promote professional development, networking, diversity, and equality on our campus. Though SGA Funding requests must be submitted in advance as SGA Funding is organized as a

reimbursement program. An accepted SGA Funding Request allows Campus Groups and Students to budget for an allotted amount from the SGA. Receipts must be sent to the SGA, who will then reimburse up to the allotted amount in a timely manner.

\_\_\_\_\_\_**Timely Request**

Funding requests must be submitted via email to SGA’s Executive Committee through

the San Francisco Bay Area SGA email address: sfsga@alliant.edu. Requests must be received by the SGA a minimum of seven (7) days prior to the scheduled event or expense for which the SGA funding request is made. Approved SGA funding requests will be fulfilled after the event/expense on a reimbursement basis.

\_\_\_\_\_\_**Funding**

Campus Groups and Students may request up to $200 of SGA funding for an event or approved expense. Please see “Payment” section for information regarding event reimbursements and required receipts.

\_\_\_\_\_\_**Status of Request**

Once an SGA Funding Request has been completed and submitted as required (“Timely

Request”), the SGA’s Executive Committee will determine if funding is available to

support the event or student expense within three (3) business days. Due to SGA budget constraints, not all SGA Funding Requests will be approved. The SGA encourages Campus Groups and students to apply for funding through additional campus groups as well as through program, staff, faculty, and administration budgets. Once an Executive Committee decision has been reached, the SGA Treasurer will email the Campus Group or Student POC the SGA’s final decision within 24 hours.

\_\_\_\_\_\_**Payment**

In order to receive approved funding, a copy of receipts must be emailed or delivered to

the SGA (sfsga@alliant.edu) within thirty (30) days of the approved request related

event/expense. The SGA will provide the Campus Group or Student with a check for an amount not to exceed the receipt total or the approved allotted amount within seven (7) days after the SGA receives the event/expense receipts from the Campus Group or Student contact.

**SGA FUNDING REQUEST**

**Date of Submission:** \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_

***For Campus Group Funding Requests:***

**Event Date:** \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_

**Event Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Campus Group:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason For Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***For Student Funding Requests:***

**Name of Point of Contact (POC):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Point of Contact (POC) Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SGA Funds Requested: $ (up to $200)**

**Please provide a brief description of your event or student request and how this relates to SGA’s mission:**

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**POC Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR SFBY-SGA OFFICIAL USE ONLY**

**Purpose:** Event aligned with SGA’s mission: Yes ☐ No ☐

**Timely:** Request received > 7 days before event: Yes ☐ No ☐ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Funding:** Funds approved by Exec. Committee: Yes ☐ No ☐ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Event:** Completed as described: Yes ☐ No ☐ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Receipts:** Received within 30 days of event: Yes ☐ No ☐ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Payment:** Check given within 7 days of receipts: Yes ☐ No ☐ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Amount Reimbursed:** $\_\_\_\_\_\_\_\_\_\_\_\_ **SGA Payment Method**\_\_\_\_\_\_\_\_\_\_\_\_\_  **Check/Transfer Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Treasurer Sign:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chair Sign:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Co-Chair Sign:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_