

Student Government Association Application for Funding

Date Received

Before completing the application below, please read all rules and regulations in the *Student Government Association Club Funding Guidelines* booklet. Submit completed applications to the Student Center, Room 322. Applications will NOT be considered less than TWO (2) weeks in advance of the event.

Programming Information Complete for programming requests only

Event Name: _____

Date of Event: _____

Event Location: _____
(must already be reserved)

Sponsoring Organizations: _____

List Other Sources of Funding: _____

Person Responsible for Coordinating Payment of Bills: _____

Anticipated Attendance: _____

Audience Event will Appeal to: _____

(Please attach extra sheets if necessary.)

Reasons for Event (i.e. How will this activity benefit Averett University students? What will students learn from this experience?)

Description of Planned Activities (i.e. What is the event? Will there be a speaker? etc.)

Allocation of Funds:*(Attach extra sheets if necessary)***Description****Requested****Approved**

Honorarium _____

Lodging _____

Publicity _____

Rental _____

Supplies _____

Transportation _____

Food Services _____

Other _____

Fundraising Supplies _____

Recruitment Meeting _____

Travel to Conference/Meeting*Not to exceed 75% of total travel costs or \$300.00(whichever is less) per year*

Registration _____

Transportation _____

Lodging _____

TOTAL COST REQUESTED FROM SGA: \$ _____

I have read and agree to all the information in the SGA Funding Application form and guidelines. I understand that if the amount spent should exceed the amount approved in any area, the sponsoring organization will be responsible for the difference. The applicant will be contacted regarding the date and time of the SGA Finance Committee meeting that the application will be reviewed.

Applicant's Signature: _____ Phone: _____

Print Name: _____ Email: _____

Advisor's Signature: _____ Phone: _____

Print Name: _____ Email: _____

Date: _____

Please complete both sides of this form.