

Student Government Association Funding Request 2008-2009

IU South Bend Student Government Association

This template/model is a useful guide on how to structure and compose a funding proposal. Student Government Association (SGA) members are more likely to consider your proposal and come to a resolution with regard to your funding request if all the requested addresses, details and all the below mentioned items are included in your proposal. Proposals which are vague and not specific are often deferred and postponed or denied regardless of merit and appeal. Proposals should include the following:

Name of Student/ Organization/ Club - Name of a currently registered club or organization and officer/leader: the club or organization must have been registered for at least 7 days prior to the date of the funding request; this includes the President's and Advisor's signatures and a current copy of the constitution on file with the Student Life Officer.

Contact information – E-mail address, phone number, and website if available

Description of request - What, when, and where

Targeted Audience- Who (students, campus, or entire Michiana area)? How many expected to Attend?

Purpose & benefits - Why it should be considered? What is the benefit to the student body?

Funding breakdown – Approximate overall cost and itemized cost breakdown, e.g. traveling, food, scholarship, honorarium, etc.; and what portion you are requesting from the SGA. An estimate of expected cost per person is also requested.

Fundraising Activities - Clubs are expected to raise funds for their events before submitting a request for SGA funding. Let us know of any activities planned or which have taken place to help raise money for the club. Remember that it is not the practice of SGA to wholly fund events. Clubs with limited resources also have the ability to pool resources and co-sponsor events.

Promotional Material and Advertising- Any event that receives any sort of funding from the SGA is expected to display the SGA Logo on all posters, fliers, programs and signage. The SGA Logo is available for download on our website. All fliers must be in good taste and not offensive. If you fail to properly credit the SGA with sponsorship of your event, the funds allocated for the event by the SGA must be returned.

It is not necessary for you to present your proposal in person at the SGA meeting but you may attend if you like. Often the SGA Senate will ask questions and for clarifications and try to seek a compromise. It is in the best interest of the group requesting funds to have a knowledgeable representative at the SGA meeting(s) when the funding proposal will be heard.

Approved funding requests of \$500 or more require the officer/leader, or designated representative, to return to the SGA in person within 30 days to report on the event and answer questions from the SGA about the event.

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IMPORTANT: The SGA will only consider requests that have been submitted by a currently registered IU South Bend student, club, or student organization. The request must be submitted to the SGA office at least 48 hours prior to the next meeting. This deadline is Wednesday at 3 PM. Anything received after that time will be considered the following week. Furthermore, proposals requesting amounts of \$1,000 or more will be decided upon at least a week after the request has been submitted.

NEW REQUIREMENT: The SGA now requires any student, club, or student organization that is granted a funding request to submit a detailed report of the event within 30 days of the event to the SGA office. This report must include the time and date of the event, number of participants, and accounting of costs. If your costs were less than the amount the SGA has granted to you, the excess funds will need to be returned to the SGA. Similarly if you are unable to hold your event, all of the funds will need to be returned to the SGA. If the student, club, or organization does not provide this required documentation all funds must be returned to the SGA. If funds are due to be returned to the SGA and are not, the club will be ineligible to submit further funding requests and will be locked out of ALLOPAK funding until the funds are returned to the SGA account. One 30 day extension is available per funding request, without penalty, if it is submitted before the 30 day deadline.