**Student Government Association Special Funding Request**

Finance Committee | centresgafinance@gmail.com

Harrison Kirby, Secretary of Finance | harrison.kirby@centre.edu

**Instructions**

This form should be completed in full by recognized student organizations seeking funds from the Student Government Association (SGA). It should be typed and emailed to the SGA Finance Committee as a Word document (.doc or .docx). Funds allocated must be for use during the 2016-2017 academic year. All Special Funding Requests that are approved are treated as Conditional Funding by the Finance Committee, meaning that they *must* be used for the purposes for which they were requested and approved.

Special Funding requests must be submitted in advance so they can be reviewed by the Finance Committee and SGA’s Executive Officers. The deadline to submit a special funding request is **5pm one week before an SGA meeting**. The following table shows each SGA meeting of the year and the deadline to submit something for that meeting.

|  |  |
| --- | --- |
| **Date of SGA Meeting** | **Deadline to submit a SFR for consideration** |
| September 15 | September 8 at 5pm |
| September 29 | September 22 at 5pm |
| October 6 | September 29 at 5pm |
| October 20 | October 13 at 5pm |
| November 3 | October 27 at 5pm |
| November 17 | November 10 at 5pm |
| December 1 | November 28 at 5pm (different due to Thanksgiving break) |
| January 12 | January 5 at 5pm |
| February 16 | February 9 at 5pm |
| March 2 | February 23 at 5pm |
| March 16 | March 9 at 5pm |
| March 30 | March 23 at 5pm |
| April 13 | April 6 at 5pm |
| April 27 | April 20 at 5pm |

 A member or members of your organization should come to the SGA meeting at which your special funding request will be considered to give a short explanation of your request and answer any questions that SGA members have about your organization or request.

The Secretary of Finance, Harrison Kirby, will answer any questions you may have. Submitting your funding request in advance of the Tuesday deadline will give the Secretary of Finance a chance to reach out to you to correct any glaring issues or get more information, if necessary, so that your request has the best possible chance of being approved.

**Resources and Answers to Common Questions**

* [All Finance Documents for Organizations](http://sga.centre.edu/index.php/finance-documents)
* To see an example of a well-prepared request, check out the Example Special Funding Request
* SGA will reimburse drivers $0.60 per mile. Please provide a link to a google map of your trip.
* SGA will reimburse $7 per t-shirt for members.
* SGA will provide up to $100 per year for general food and snacks at club meetings. (This doesn’t prohibit you from applying for more funding for food at particular events or activities aside from regular meetings.)
* SGA will not retroactively fund events that have already occurred.

**Organization Information**

Name of Organization: Student Basketweaving Association

President: Bonkers McGill

Cell Phone: (728) 583- 2819

Treasurer: Bunny Davis

Cell Phone: (272) 432-4821

Advisor: Dr. John Dill

What is the purpose of your organization (mission statement, if applicable)?

The Centre Basketweaving Association seeks to provide each Centre student with adequate access to basketweaving supplies and instruction.

For how many years has SGA funded your organization? 17

Did you receive funds last academic year? Yes

Do you receive funds from any other source? If so, from where/whom?

 We received $300 from the Mathematics department for a convocation about the geometry of Mayan baskets.

**Membership Information**

Number of total members (size of e-mail list): 117

Number of active members (approximate): 45

*The SGA Finance Committee defines "active member" as an organization participant that attends approximately 80% of all meetings and organization activities.*

Are there any membership requirements? If so, what are they? None.

**Funding Information**

Total amount of funding allocated for 2016-2017 academic year: $498

Has your organization requested any Special Funding this year? If so, please list the purpose and amount:

 We have not received any special funding this year.

Please provide a brief summary for what these funds, if approved, will be used. Include such details as date of completion, cost, and benefit to the organization and student body.

These funds will be used for our first ever Basket Bonanza on November 17th. This event will occur on the lawn in front of the Campus Center, and it will be a celebration of all things basketweaving. It will be open to the entire Centre community, and teams of 12 will submit baskets to be judged. The funding from SGA will go toward purchasing basketmaking supplies for attendees and bringing in a professional basketmaker from Lexington to sit on the judge’s panel.

**Itemized Request**

In the boxes below, please itemize each portion of your request. The more specificity, the better. Add more rows to the table if you need more space for your request.

|  |  |  |
| --- | --- | --- |
| **Description** | **Funds Requested** | **Funds Allocated\*** |
| Drive to and from Lexington to pick up Tommy Bell, the professional basketweaver.[https://www.google.com/maps/dir/38.0177677,-84.5093145/Centre+College,+600+W+Walnut+St,+Danville,+KY+40422/@37.9506588,-84.7365942,11z/data=!4m8!4m7!1m0!1m5!1m1!1s0x88429a7bc79f2b83:0x16b3fa1e82be3d98!2m2!1d-84.782037!2d37.6457214](https://www.google.com/maps/dir/38.0177677%2C-84.5093145/Centre%2BCollege%2C%2B600%2BW%2BWalnut%2BSt%2C%2BDanville%2C%2BKY%2B40422/%4037.9506588%2C-84.7365942%2C11z/data%3D%214m8%214m7%211m0%211m5%211m1%211s0x88429a7bc79f2b83%3A0x16b3fa1e82be3d98%212m2%211d-84.782037%212d37.6457214)  | 34 miles x $0.60 per mile x 2 (round trip) = **$40.8** |  |
| 10 Original Beginners Basket Weaving Kits[https://www.amazon.com/Original-Beginners-Basket-Weaving-Kit/dp/B01GXQWMKA/ref=sr\_1\_2?ie=UTF8&qid=1473194686&sr=8-2&keywords=basket+weaving+kit](https://www.amazon.com/Original-Beginners-Basket-Weaving-Kit/dp/B01GXQWMKA/ref%3Dsr_1_2?ie=UTF8&qid=1473194686&sr=8-2&keywords=basket+weaving+kit)  | $13.95 per kit x 10 kits = **$139.50** |  |
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Total Amount requested in this Special Funding Request: $180.30

Total Amount allocated by SGA Finance Committee\*:

**\* Do not fill out - SGA Finance Committee use only**