

Funding Request

Read all of the following before creating your budget:

- Each student-led organization must submit an itemized budget (sample below) for **each semester** as part of the recharter process.
- Existing organizations are eligible to receive up to \$800.00 per semester, and new organizations are eligible to receive up to \$700.00 per semester.
- **Student-Led Organizations do not automatically receive funding.** Funding is based on:
 - availability of funds in the Student Government Association account
 - the appropriateness of items listed in the budget
 - completion and timely submission of this packet
 - attendance at SGA meetings
- More often than not, organizations need funding for events/programs they are planning. In addition to an itemized budget, **include objectives** for each event/program you are planning for the semester.
- Advisors are eligible to receive a payment of up to \$200.00 per semester for their service to the organization. However, each club must vote and approve to do so, and the approved amount must be included in the itemized budget.
- If you have funds received from fundraising efforts that you have earmarked for other expenses, please not this in your request. Being transparent with your current funding projections will benefit you in this process.
- Please note: any funds remaining in your account at the end of the semester will remain in your account, however, SGA will take this into consideration when allocating your new funding.

Sample Budget for One Semester

Advisor Payment	\$200
Payment for speakers (3 at \$50 each)	\$150
Spring Recruiting Event:	
Food for approx. 50 people	\$100
Decorations	\$20
Crafts	\$40
Total Requested	\$510

**Please note: this is just a sample

Here is an example of how your funding request could look:

NAME of SLO
SEMESTER, YEAR

President Name
Treasurer Name
Advisor Name

Item	Amount
Item	Amount
Item	Amount
Item	Amount
Item	Amount
	Total

Rationale/Objectives

List the reasons why you are requesting the amount for each item.

Remaining Funds

Describe why you have current funds in your account and why they were not used from the previous year.