

# **REQUEST FOR SGA CO-SPONSORSHIP FUNDS**



**All requests must be typewritten  
Groups must attach an itemized budget for the requested program**

**STUDENT GOVERNMENT ASSOCIATION • OKLAHOMA STATE UNIVERSITY**  
**REQUEST FOR SGA CO-SPONSORSHIP FUNDS**

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All requests will be reviewed by the SGA Budget Committee at its weekly meeting. The budget request must be turned in by Wednesday at 4:00 pm to 040 Student Union in order to be heard at the next weekly Budget Committee meeting. The Budget Committee meets on Monday at 5:00 pm in 040 Student Union. Requests may or may not be approved for the full amount.

If the committee approves the request, the request will be brought before the SGA Senate for approval at its next meeting. The SGA Senate meets on Wednesdays at 7:00 pm in Case Study 2, 4<sup>th</sup> Floor Student Union. If the SGA Senate approves the request, funds in the approved amount will be distributed into the group's account within 10 to 12 business days.

At least one representative from the requesting group will be contacted and must be present for the Budget Committee and Senate meeting. The group representative(s) will be asked to briefly explain the request. All completed co-sponsorship forms must include a typewritten budget for the event.

Funds allocated for events but not used shall be paid back to the co-sponsorship account within thirty days of said event. Failure to do so will place the group on probation for one year, during which the group will be ineligible to receive co-sponsorship.

**GUIDELINES:**

1. Student Groups must be a recognized student group in order to receive co-sponsorship.
2. Student Groups can receive up to \$1500 of co-sponsorship per semester, and up to \$1500 for a single travel activity.
3. Co-Sponsorship funds allocated for travel activities shall not exceed \$200 per person per activity.
4. Funds allocated for activities/events but not used shall be paid back to the co-sponsorship account within thirty (30) days of said activity/event. Failure to do so will place the group on probation for one (1) year.
5. Co-sponsorship funds shall not be allocated for the purpose of paying for debt and or the reimbursement of funds already spent by the club or organization.
6. Co-sponsorship funds shall not be allocated for the purpose of paying for food and drink.
7. All events co-sponsored by SGA must mention SGA in advertising and/or promotional materials for said event. If a group fails to mention SGA in their advertising and/or promotional materials for the co-sponsored event, the said group will be put on probation for one (1) year.

For further clarification of the guidelines please look at the SGA By-Laws Title 1 Section 9.4. The SGA By-Laws are available at:

[http://osusga.com/index2.php?option=com\\_docman&task=doc\\_view&gid=10&Itemid=39](http://osusga.com/index2.php?option=com_docman&task=doc_view&gid=10&Itemid=39)

If you have any questions, please call:

Bill Good

SGA Budget Committee Chair

(405) 744-6500

[wgood@okstate.edu](mailto:wgood@okstate.edu)

**ALL COMPLETED FORMS ARE TO BE RETURNED TO 040 SU.**

**STUDENT GOVERNMENT ASSOCIATION • OKLAHOMA STATE UNIVERSITY**  
**REQUEST FOR SGA CO-SPONSORSHIP FUNDS**

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Group Name: \_\_\_\_\_

Are you a recognized student group?  Yes  No

*If you do not know if your organization is recognized, call Campus Life and verify.*

Are you in good standing with Campus Life and your umbrella organization?  Yes  No

Group Account Number (*If you do not know call Campus Life*): AA – –

Contact Name: \_\_\_\_\_

Affiliation with Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name of Activity/Event: \_\_\_\_\_

Date of Activity/Event: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**All events co-sponsored by SGA must mention SGA in advertising and promotional material**

Types of Advertising: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Advisor's Name	Campus & E-Mail Address	Phone
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President's Name	E-Mail Address	Phone
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Treasurer's Name	E-Mail Address	Phone
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**STUDENT GOVERNMENT ASSOCIATION • OKLAHOMA STATE UNIVERSITY**  
**PROGRAM STATEMENT**

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Name of Event: \_\_\_\_\_

Month of Event: \_\_\_\_\_

Who will benefit from this program: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of estimated students participating: \_\_\_\_\_

Number of estimated alumni participating: \_\_\_\_\_

**Income for/from Program: (Include all Donations and Other Sponsorship)**

<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Income Subtotal: \_\_\_\_\_

**Expenditures for Program: (SGA cannot pay for food, drink, or debt)**

<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Expenditures Subtotal: \_\_\_\_\_

Net Total (Income – Expenditures, Normally Negative): \_\_\_\_\_

Total Request (Must be equal or less than Net Total): \_\_\_\_\_

**STUDENT GOVERNMENT ASSOCIATION • OKLAHOMA STATE UNIVERSITY**  
**ORGANIZATIONAL INFORMATION**

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Number of years organization has been active on campus: \_\_\_\_\_

Approximate number of dues paying members: \_\_\_\_\_

Average amount of dues collected per semester: \_\_\_\_\_

Approximate number of presently active members: \_\_\_\_\_

Has your organization received Co-Sponsorship previously? \_\_\_\_\_

Briefly describe the purpose of your group: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Group Name: \_\_\_\_\_

Umbrella Organization (Normally College Council): \_\_\_\_\_

*Your umbrella organization is the group that oversees you in the AFAP process. If you do not know what your umbrella organization is, call Campus Life and find out.*

Contact Information for Umbrella Organization:

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

President or Advisor of Umbrella Organization Please Read and Sign:

I hereby, certify to the best of my knowledge that the above-mentioned group is a member of my constituency and is in good standings according to our By-Law and Constitution.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STUDENT GOVERNMENT ASSOCIATION • OKLAHOMA STATE UNIVERSITY**  
**SGA CO-SPONSORSHIP BUDGET REPORT**

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Turn this in no later than 30 days after said event/activity

Group Name: \_\_\_\_\_

Group Account Number: AA – 9 – 9 \_ \_ \_ \_

Contact Name: \_\_\_\_\_

Affiliation with Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name of Activity/Event: \_\_\_\_\_

Date and Time of Activity/Event: \_\_\_\_\_

SGA Co-Sponsorship Amount Approved: \$\_\_\_\_\_.\_\_\_\_

Total Used: \$\_\_\_\_\_.\_\_\_\_

Total Unused: \$\_\_\_\_\_.\_\_\_\_

Please attach a copy of receipts for all items purchased with co-sponsorship funds, indicating items and amounts.

**STUDENT GOVERNMENT ASSOCIATION • OKLAHOMA STATE UNIVERSITY**  
**TRANSFER REQUEST MEMO**

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Turn this in only if there is unused co-sponsorship money no later than 30 days after said event/activity.

**TO:** University Accounting  
**FROM:** *Place your club name here*  
**CC:** SGA Treasurer 040 Student Union  
**RE:** Transfer Request

Please transfer \$\_\_\_\_\_ from *your club's name* (AA-9-9\_ \_ \_ \_) to SGA Co-Sponsorship (AA-9-91723).

\_\_\_\_\_  
President's Signature Date

\_\_\_\_\_  
Treasurer's Signature Date

\_\_\_\_\_  
Advisor's Signature Date

**STUDENT GOVERNMENT ASSOCIATION • OKLAHOMA STATE UNIVERSITY**  
**REQUEST FOR REDISTRIBUTION OF FUNDS**

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Use this form to reallocate co-sponsorship funds for different expenses than the ones approved by  
SGA Senate.

Group Name: \_\_\_\_\_

Group Account Number: AA – 9 – 9 \_ \_ \_ \_

Contact Name: \_\_\_\_\_

Affiliation with Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name of Activity/Event: \_\_\_\_\_

Date and Time of Activity/Event: \_\_\_\_\_

SGA Co-Sponsorship Amount Approved: \$\_\_\_\_\_.\_\_\_\_

Total Used: \$\_\_\_\_\_.\_\_\_\_

Total Unused: \$\_\_\_\_\_.\_\_\_\_

Reason for Redistribution of Funds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach a typewritten copy of the original budget and the new budget for the activity/event,  
indicating items and amounts to be redistributed.