

## Allocation Fund Application

Applying for Student Government Association (SGA) Allocation Fund money allows new student organizations to obtain funding part-way through a semester, or existing organizations to sponsor events that were not anticipated when their semester budget was created. All parts of this form must be filled out completely and submitted to the SGA Comptroller as described below. All questions should be brought to the SGA Budget Committee.

### Guidelines

- Organizations requesting Allocation Funding must submit this Allocation Fund Application accompanied by a thorough itemization of the event or service, to the SGA Comptroller no later than **4 weeks prior** to the event.
- Organizations requesting funds must attend the Budget Committee meeting and general SGA meeting where their application will be discussed.
- The Budget Committee will make a recommendation, which must then be approved by the entire SGA at the next full SGA meeting.
- Organizations whose requests are approved must meet with the Comptroller to discuss payment.

### Criteria

- Allocation Funds are restricted to Student Organizations recognized by SGA.
- An organization may make one request annually for up to \$300. Any exception is at the discretion of the SGA.
- The event or service that is supported through Allocation Funding must benefit the Webster student community.
- The financial records of an organization may be considered when determining merit of the request.
- The Organization requesting funding should respond to the attached
- Additional information on request limits and criteria is available in the Budget Bylaws at [www.webster.edu/sga](http://www.webster.edu/sga)

Organization: \_\_\_\_\_

Current Account Balance: \_\_\_\_\_ Current Fundraising Balance: \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_

Summary of Request: \_\_\_\_\_

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

**On a separate sheet of paper, please provide the following information:**

1. What other avenues have you considered for assistance in financing your organization?
2. Who is the target audience for the events or services described in this form?
3. How will Webster University students benefit from the event or service you wish to present?
4. Have you actively sought co-sponsors for the events or services described? If so, who? If not, why?
5. Have you considered fundraising, or increasing the regular fundraising efforts of your organization?
6. Itemized Description of event(s) or service(s).

**Treasurer:** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Advisor:** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_  
Webster SGA Use below this line

**Amount Recommended by Budget Committee:** \_\_\_\_\_

**Comptroller** (Following Recommendation): \_\_\_\_\_ Date: \_\_\_\_\_

**President** (Following Approval): \_\_\_\_\_ Date: \_\_\_\_\_