The following packet is to be used by SGA recognized clubs/organizations and/or other College organizations to request additional funds for the current academic year.

In order to submit a successful request, please submit the following two forms: (a) *Club & Organization Activity Report* and (b) *Additional Allocation Request*. All forms must be submitted to the Office of Student Involvement, Student Center 103. These requests will be passed to the SGA Finance Committee for review.

**EXAMPLE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Event** **or****Purchase** | **How Does This****Event/Purchase****Support Your** **Club Mission?** | **Expenditure Breakdown** | **Total Requested** **Amount for Event/Purchase** |
| *Cultural Heritage* *Celebration**(Fall Semester)* | Our club’s mission is to create awareness about our culture to the campus community. By bringing in various forms of entertainment we can bring in actual representations of our culture in action and show the campus how we celebrate this event. | 1. *Item: Cultural Dancers & Musicians*

 *Expense:$500*1. *Item: Refreshments*

 *Expense:$1,000*1. *Item: Decorations & Event Materials*

 *Expense:$250* |   **$1,750** |
| *Annual Organization Conference* *For five (5) people in Orlando, FL**In March 2012* | *This conference brings students from our culture together from all over the United States. It helps promote our mission by helping our members learn ways we can bring awareness and education to our campus. We plan to do a poster presentation of our experience at the Conference for the student body when we return back.* | 1. *Item: Airfare*

 *Expense:$500*1. *Item: Conference Fees*

 *Expense:$1,000*1. *Item: Hotel*

 *Expense:$1,000* |  **$2,500** |

**FOR QUESTIONS,**

**PLEASE CONTACT:**

|  |  |
| --- | --- |
| **Adam Frank, Director of Student Involvement** **adam.frank@sunywcc.edu** | **Steven Aranda, SGA Treasurer**sgatreasurer@sunywcc.edu  |

 **This form should detail your club membership and activity from this academic year (2013-2014). It will be used by the Student Government Association Finance Committee to help determine club contributions to campus life and club activity as a recognized club. Please be sure to answer the questions honestly and completely as this information will be weighed heavily when determining your request for an additional allocation.**

1. **Club/Organization Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Advisor Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Please list the names and positions of your club/organization officers below**:

|  |  |  |
| --- | --- | --- |
| **NAME** | **POSITION** | **EMAIL** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Approximately how many students are active members of your club/organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **How often does your club/organization meet:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **This is your chance to brag – tell the SGA Finance Committee what you have done or plan to do this year! In the boxes below, please list any and all events/trips your club/organization sponsored (or plans to sponsor) in the current academic year (2013-2014). Do NOT include events/purchases which you are requesting an additional allocation for.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Event** | **Date of Event** | **On or Off****Campus** | **Brief Description of Event &** **How It Relates to Your Club’s Mission** | **Approximate****Student** **Attendance** | **Total****Approximate** **Expenses** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*If you require additional space, please attach a separate sheet to the packet when turning it in.

|  |  |
| --- | --- |
| **Name of Club/Organization** |  |
| **FSA Account Number** |  |

***\*For instructions – please see page one of the packet.\****

|  |  |  |
| --- | --- | --- |
| **NAME OF PROPOSED** **EVENT OR PURCHASE** | **EXPENDITURE BREAKDOWN**  | **TOTAL REQUESTED** **AMOUNT****FOR EVENT OR PURCHASE** |
|  | 1. Item:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Expense:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Item:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Expense:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Item:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Expense:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Item:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Expense:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Item:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Expense:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  **$** |
|  **Please provide a rationale for your additional allocation request. You should describe: (1) the funding purpose;** **(2) the benefit this funding will provide to the club (related to your mission), student body, and/or College; and (3) why the club needs additional funds in addition to the budget they already received from the Student Government Association.** |