

**Club/Organization
Additional Budget Allocation Request
Spring 2019**



The following packet is for SGA recognized clubs/organizations to request additional funds for the current academic year. Please submit the completed packet to the Student Involvement Office in Student Center 108. Below is a chart of the monthly meetings of the SGA Finance Committee for Spring 2019. It also includes the deadlines to submit Additional Allocation Requests for consideration at each meeting.

Deadline to Submit Additional Allocation Packets (3:00pm)	SGA Finance Committee Meeting Date
Monday, January 28	Wednesday, February 6
Monday, February 25	Wednesday, March 6

EXAMPLE

NAME OF PROPOSED EVENT OR PURCHASE	INDIVIDUAL EXPENDITURE BREAKDOWN	TOTAL REQUESTED AMOUNT
Cultural Heritage Celebration (Spring Semester)	a. Item: Cultural Dancers & Musicians Expense: \$500 b. Item: Refreshments Expense: \$1,000 c. Item: Decorations & Event Materials Expense: \$250	\$1,750
<p>Please provide a rationale for your additional allocation request. You should describe: (1) the funding purpose; (2) how this funding will support the mission of your club; and (3) why the club needs additional funds in addition to the budget they already received from the Student Government Association.</p> <p>We are hoping to host a cultural celebration on campus. We will have dancers and musicians playing music in the Student Center Event Room. We also hope to have some refreshments from our cultural as well as some traditional decorations. This will be open to all students, not just those who identify with our culture. The event we are going to sponsor is connected to one of the most important cultural traditions we have and it's important to our club that we get to share these traditions with the campus. 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. Our current budget does not have enough funds to cover these costs as we used our initial money on our table at the Involvement Fair, on club meetings, and on a film showing that was open to all of campus.</p>		

**FOR QUESTIONS,
PLEASE CONTACT:**

Advisor:
Tiago Machado
Director of Student Involvement
tiago.machado@sunywcc.edu

Club Officers:
Monica Aguirre
SGA Treasurer
sgatreasurer@sunywcc.edu

**Club/Organization
Additional Budget Allocation Request
Spring 2019**



This form should detail your club membership and activity from this academic year (2018-2019). It will be used by the Student Government Association Finance Committee to help better understand your 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. FSA Account #: _____
3. Advisor Name: _____
4. Approximately how many students are active members of your club/organization: _____
5. How often does your club/organization meet: _____
6. In one to two sentences, please state your club's mission:

7. **This is your chance to brag** – in the boxes below, please list two events and/or trips your club sponsored (or plans to sponsor) in the current semester with existing funds. Do NOT include the events/trips/purchases that you are requesting an additional allocation for.

If you have additional events to share, please attach a separate document following this format. The more information you share the more informed decision the SGA Finance Committee can make.

NAME OF EVENT	DATE OF EVENT	ON OR OFF CAMPUS	BRIEF DESCRIPTION OF EVENT & HOW IT RELATES TO YOUR CLUB'S MISSION	APPROX. STUDENT ATTENDANCE	TOTAL APPROX. EXPENSES

Future Expense Report

Please list any future purchases you plan to make using your existing budget including expenses for meeting, marketing, on-campus event, off-campus travel, etc.

Item	Anticipated Cost	Anticipated Date of Purchase

Club/Organization
Additional Budget Allocation Request
Spring 2019



Additional Allocation Details

In the space below, please detail your request and rationale for an additional allocation to your budget. If you need more space please use another copy of this sheet and attach to the form.

NAME OF PROPOSED EVENT OR PURCHASE	EXPENDITURE BREAKDOWN	TOTAL REQUESTED AMOUNT FOR EVENT OR PURCHASE
	a. Item: _____ Expense: _____ b. Item: _____ Expense: _____ c. Item: _____ Expense: _____ d. Item: _____ Expense: _____	

Please provide a rationale for your additional allocation request. You should include: (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.

NAME OF PROPOSED EVENT OR PURCHASE	EXPENDITURE BREAKDOWN	TOTAL REQUESTED AMOUNT FOR EVENT OR PURCHASE
	a. Item: _____ Expense: _____ b. Item: _____ Expense: _____ c. Item: _____ Expense: _____ d. Item: _____ Expense: _____	

Please provide a rationale for your additional allocation request. You should include: (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.

NOTE: Please attach additional information to aid the SGA Finance Committee in making a decision. Too much information is better than not enough information.

 Student Treasurer Name (Print)*
*Listed Student Treasurer must match registered club information.

 Student Treasurer Signature

 Date

 Advisor Name (Print)

 Advisor Signature

 Date