



# Event and/or Travel Funding Request

Clubs Sponsoring Event : \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time From: \_\_\_\_:\_\_\_\_ A.M. / P.M. To: \_\_\_\_:\_\_\_\_ A.M. / P.M.

Event Location:  On Campus  Off Campus (Specify): \_\_\_\_\_

Event Purpose & Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Minutes Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Note: Attach promotional materials, proposal, and authorizing minutes.

Type of Program: (Check all that apply)

- Conference/Workshop       Lecture/Speaker       Minority/Ethnic       Performing Arts       Recreation
- Travel       Visual Arts       Other (Specify) \_\_\_\_\_

Primary Population (s) to be served:     Club Members       MCC Students       Entire College  
 Community    (specify) \_\_\_\_\_

How will the MCC Student Body benefit by funding this event?

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

Amount Requested from SGA: \$ \_\_\_\_\_ Amount your club or organization is contributing: \$ \_\_\_\_\_

Approximate Costs: \$ \_\_\_\_\_ (include all outgoing funds)

If applicable:

Anticipated Income Source(s): (tickets, raffle, etc.) \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Amount requested from other sources: \$ \_\_\_\_\_ List of Other Sources: \_\_\_\_\_

Other information pertaining to your funding request:

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

Applicant's Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_

Applicant's Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Advisor or Chair: \_\_\_\_\_  
Signature

Applicant: \_\_\_\_\_  
Signature

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Denied       Approved

SGA Minutes of: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$ \_\_\_\_\_

SGA President: \_\_\_\_\_

SAO Director or Designee: \_\_\_\_\_

## Proposal Guidelines

The purpose of the Student Government Association is to support those activities contributing to student development and to provide diverse programs of high quality for the MCC student body. Requests may be made for funds that will be used to benefit only members of the requesting club; however, priority consideration will be given to events open to the student body as a whole.

The following rules should always be followed; failure to do so may result in a denial of funding.

1. SAF funds must only be used to directly benefit currently enrolled students taking credit courses unless the event is jointly sponsored/funded by a non-Student Government organization.
2. This form should be completed in full and must be submitted with a written proposal (which will be distributed to interested individuals) and authorizing minutes.
3. This form must be submitted no less than 30 days prior to the event for which funds are requested, and all funding requests over \$500 must be proposed to the Student Government Association no less than two meetings prior to the event date. Note: there are no regularly scheduled meetings during intercessions.
4. Funding is limited for special events; therefore, requests may be denied solely on the availability of funds.
5. Priority funding will be given to new events and to groups that request funds well in advance.
6. Any group that requests funds must have student representatives present the proposal at any SGA meeting where the funding request is reviewed. It is the responsibility of these representatives to distribute proposals to all attendees—it is advised that no less than 25 copies of the proposal be made.
7. The named applicant will be considered the event coordinator, must make themselves available for any questions and concerns prior to the event, and is responsible, if funded, for preparing and processing all paperwork per state Comptroller regulations.
8. Any monies earned during an event, less expenses and up to the amount funded by the SGA, is the property of the SGA and must be deposited into the SGA account.
9. Any event that receives funding from the SGA must list the SGA as a co-sponsor on all promotional materials.
10. To be eligible for any funds over \$500 for a single club event, a club must have perfect attendance at SGA meetings, must not have received funds for any single event over \$500 in the preceding academic year, and must provide a list of activities and volunteer work completed in the current academic year and the current balance of the club accounts with a list of income and expenditures.
11. Funding Requests should not exceed 20% of funds available in the Special Events/Funding Requests line item for the current year and never to exceed \$4000.00 per request.
12. Please note: This form does not take the place of the standard activities request form or forms.