

Student Government Association - Funding Checklist

- Is your organization approved by the Student Organizations Committee (SOC)?
 - -If yes, forms are located in the SGA office and on the SGA website
 - -If no, a waiver can be obtained under special circumstances from the SGA President

Allocations

- Use appropriate request form
 - Year applying for
 - Must use SGA forms (cannot substitute)
 - Be aware of preliminary and final deadlines
- Complete forms (all info requested on forms must be completed or attached with note stating “see attachment”)
- Submit required documents
 - Completed form
 - Past fiscal year actual budget
 - Current fiscal year actual/proposed budget
 - Next fiscal year proposed budget
- Set up interview time
 - Sign-up sheet will be available during the final deadline week
- Come prepared to answer questions from the committee
 - Be honest
 - Understand that every organization must answer questions about their funding needs
- Attend Second reading of Senate Bill
 - May be required to answer questions
 - Failure to attend will result in zero funding

Appropriations

- Use appropriate request form
 - Please complete form 6 weeks in advance
 - Include departure and return date
 - Decide when you would you like funds: before or after?
 - Do you need a State vehicle?
 - Does your group get alternative funding?
 - Fundraisers, departmental, out of pocket
 - List of members going on the trip with FHSU ID numbers
- Suggested documentation to include
 - Flyer for conference/trip
 - Official invoice or estimates of lodging cost
 - Trip itinerary
- Submit Request to SGA office
- Set up interview time
 - SGA Treasurer will contact the organization
- Come prepared to answer questions
 - If number of students attending or costs change between submission and the interview, please let us know
- Attend Second Reading of Bill
 - May be required to answer questions
 - Usually two weeks after committee hearing
 - Failure to attend second reading will result in zero funding