



Student Government Association Grant Request

- I. The Grant Allocation form must be submitted five business days prior to SGA meeting in hardcopy form to the SGA mailbox in SAB.
- II. The RSO President and Treasurer must be in attendance in the Allocation Hearing
 - a. If a RSO Treasurer is unable to attend the Allocation Hearing, then a representative (Must be RSO Officer) for the Treasurer must attend
- III. Be prepared to discuss your request for funds and discuss your current budget
- IV. If you are late to the Allocation Hearing, your request for funds will not be heard by the senate.
- V. You may only request funds in advance
 - a. You may not request funds to support events that have already occurred
 - b. You may not request funds for which you have not already asked to allocate in the proper time period
 - c. You may not request for a higher/lower amount of funds during the Allocation Hearing

RSO Information

Recognized Student Organization:

RSO President, e-mail, and CMB:

RSO Treasurer, e-mail, and CMB:

Preparer of this form, e-mail, and CMB:

Funding Purpose

Name of Event: _____

Location of Event: _____

Has this location been reserved by your RSO?

Yes

No

Will this event be co-sponsored? "Co-sponsoring" means that another organization will be actively helping to put the event together.

Yes

No

If yes, by which organization(s):

Date and Time of Activity: _____

Type of Activity (check all that apply):

On Campus

Off Campus

Cultural

Educational

Entertainment

Social

Other: _____

Free to Attendees

Charge to Attendees of \$ _____

Estimated Attendance:

Schreiner University Students _____

Schreiner University Faculty/Staff _____

Non- Schreiner University _____

Total Allocation Request

\$100
 \$250

\$500
 \$750

Rationale for Funding

1.) Briefly describe the event or project you will be using the allocation funds to finance:

**2.) If given the money requested, how will it benefit the Schreiner Community?
How will it benefit your class?**

3.) Briefly explain why you need support from the Student Funding Board Fund to sponsor this activity

Itemized Budget *(All funds must be accounted for)*

Example

Item(s)	Cost	Quantity	Total
Binders	\$5.00	3	\$15.00
Cookies	\$9.75	1	\$9.75
			\$ 24.74

Item(s)	Cost	Quantity	Total
1.)			
2.)			
3.)			
4.)			
5.)			
6.)			
7.)			
8.)			
9.)			
10.)			
11.)			
12.)			
13.)			
14.)			
15.)			
		Total (1)	\$

If more space is needed, please continue listing on separate sheet of paper and staple that sheet of paper to the end of this packet

We agree that all monies allocated to our RSO will be used for the items in the budget proposed in this application. We also understand that none of these funds may be used to purchase alcohol. We further adhere to agree to the Student Government Association Grant Allocation Process and Guidelines stated above. If agreed, please sign.

X

RSO President

X

RSO Treasurer

X

Grant Preparer

X

RSO Advisor Printed Name

X

RSO BLI to transfer funds to

X

RSO Advisor Signature

For Office Use Only

X

SGA Treasurer

X

SGA Speaker

X

SGA President

X

Dean of Students

Grant Request Policies and Procedures

Petty Cash

- Please see Brandi Sander after all signatures have been filled on initial SGA form to receive petty cash.
- Take form, signed by Brandi Sander, to business office to collect cash.
- Petty Cash cannot exceed \$100
- Once granted you will need to return ALL receipts no later than ONE WEEK money was received.
- Please return receipts to Brandi Sander to clear your organization's name, NOT THE BUSINESS OFFICE.
- The amount not accounted for by receipts (past the due date) will be put on the student's account that signed for the cash.
- Either the President or Treasurer of the organization may pick up petty cash, but that person is fully responsible for it.
- Failure to return receipts or remaining cash may also result in sanction to the organization as determined by the Dean of Students.

BLI Transfer

- If over \$100, we will have to transfer money into a BLI that the advisor of the organization provides.
- Please make sure the BLI is added to the grant request form before submitting.

Any questions? Please contact Brandi Sander at bjsander@schreiner.edu