STUDENT ORGANIZATION EVENT FUNDING REQUEST PROPOSAL
DIRECTIONS AND GUIDELINES

Chartered UOG Student Organization (SO's) may only request for assistance **ONCE PER SEMESTER** (*Fanuchånan/Fañomnåkan*), underline subject to the availability of SGA funds. Proposals are to be submitted **at least three weeks before the expected event/activity date**. However, it is recommended that SO's submit their proposals as soon as possible because of the lengthy paperwork process.

SO Funding Request Proposal (attached) must include the following:
- Name of Student Organization
- Student Organization Account Number
- Event Name, Date(s), and Location(s)
- Amount of Request of Funds
- Description of the event
- Institutional Learning Outcome(s) (ILOs) event will meet:
  - Can be found at this link: https://www.uog.edu/administration/academic-and-student-affairs/assessment-and-program-review.php.
- Detailed budget breakdown of the SO's contribution to the event.
- Detailed budget breakdown of the use of the Student Government Association's funds.
- Contact information for the SO's:
  - Name
  - Position/Title
  - E-mail (must be a GoTritons email address)
  - Phone number
- Signature from an officer of the requesting Student Organization and the date of submission

Other required documents to attach to this request:

	Completed SO Activity Permit Request Form (from the Student Life Office)
	Latest account summary report showing latest SO account balance (from the Business Office)
	SO meeting minutes and attendance sheet approving activity and requests for money

THE STUDENT GOVERNMENT ASSOCIATION MAY COST-SHARE AN EVENT AS REQUESTED BY A STUDENT ORGANIZATION FOR UP TO $500.00 OR FIFTY-PERCENT (50%) OF THE COST OF THE EVENT, WHICHEVER AMOUNT IS LESS.

(i.e., if the event costs $1,200.00, the maximum amount of funding available is $500.00; if the event costs $750.00, the maximum amount of funding available is 50% of the event or $375.00.)

Upon the recommendation of the SGA Finance Committee through a simple-majority vote, the proposal shall be approved by the SGA Council at the next possible Regular Session or Special Session. A budget appropriation for the requested amount shall be approved through a bill, to be authored and introduced by a senator and shall require the vote of 2/3rds of the SGA Council. We highly-encourage student organizations to utilize their representation in SGA sessions to present their funding request proposal to the SGA Council.

If the proposal is approved, the student organization shall be notified (via the contact information provided in the application) at the soonest possible time after the bill's passage at an SGA regular/special session.

A memorandum to transfer funds from SGA to the requesting student organization shall be prepared and submitted to the Student Life Office for concurrence with the SLO Coordinator and the Dean of Enrollment Management and Student Success, before being transmitted to the Business Office for processing.

PLEASE NOTE THE FOLLOWING AND INITIAL NEXT TO EACH STATEMENT:

o   All funds received from the SGA to support the event shall be expended, in accordance with what is stated in this funding proposal. X_____

o   Failure to expend funds as declared above is a violation of this funding proposal and shall require the immediate returning of the funds to the SGA. X_____

o   The student organization may be asked to provide receipts/invoices to the SGA Finance Committee as proof that funds have been expended as declared in this funding proposal. Failure to provide receipts/invoices may constitute an investigation by the Finance Committee and a fine equal to the amount requested by the student organization. X_____

o   The student organization takes full-responsibility for any misuse of funds granted by the SGA, and the SO alone shall be held liable for any misuse of such funds. X_____

Approved by: *Sixty-Second Student Government Association Finance Committee*

_____
Treasurer
Austin Gaizmer Fortuno
Chairperson

_____
Vice President
Christian Gyles Ramos
Vice-Chairperson
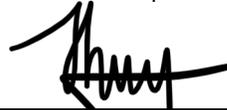
_____
Senator
Thuy Nguyen
Member

_____
Senator
Ilaria Williams-Dueñas
Member

_____
Senator
Nathan Paz
Member

_____
Senator
Hanna Ocampo
Member

I HAVE READ, ACKNOWLEDGED, AND AGREE TO THE STUDENT ORGANIZATION EVENT FUNDING REQUEST PROPOSAL DIRECTIONS AND GUIDELINES.

_____   _____
Print Name and Sign: **Date signed:**
(Must be an officer of the Student Organization)

T: 671.735.2222   E: uog.sga@triton.uog.edu   W: www.uog.edu/student-services/student-government/
Mailing Address: 303 University Drive   UOG Station   Mangilao, Guam 96923

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UNIVERSITY OF GUAM
UNIBETSEDÅT GUAHAN

62ND STUDENT GOVERNMENT ASSOCIATION
Enrollment Management and Student Success

STUDENT ORGANIZATION FUNDING REQUEST PROPOSAL APPLICATION FORM

DIRECTIONS: Please fill-up this application form using a **black** or **blue** ink pen or type and submit to the Student Government Association (SGA) Office at the School of Education, Room 117 OR via email at **uog.sga@triton.uog.edu**.

NOTE: If you have any questions or concerns OR need assistance in filling-up this form, you may contact the following SGA Finance Committee Members via email: Senator Hanna Ocampo [ocampoh@gotritons.uog.edu] and Senator Thuy Nguyen [nguyent13422@gotritons.uog.edu]. Thank you!

Requesting Student Organization:		**Account Number:** ***Please attach latest account summary report***
Event Name: (Date/Location)		
Total Estimated Cost of the Event:		
Amount of Requested Funds from SGA:	**TO CALCULATE THE ALLOWABLE AMOUNT THAT CAN BE REQUESTED:** TOTAL ESTIMATED COST OF THE EVENT x 50% = Amount that can be requested from SGA. Should the calculated amount be higher than $500.00, the student organization may only request for $500.00	

----- FOR SGA OFFICE USE ONLY -----

FOR TREASURER:

Received on: _____

Treasurer: ☐ Approved ☐ Disapproved **X**_____

Finance Committee: ☐ Approved ☐ Disapproved

Committee Vote: _____ / _____ / _____
(Yays/Nays/Abstentions)

Funding Amount APPROVED: **$** _____ **.** _____

FOR SECRETARY:

Received on: _____

Bill No. Assigned: _____ --- _____

Bill Author: _____

Session Introduced: _____

Council Vote: _____ / _____ / _____
(Yays/Nays/Abstentions)

Provide a DESCRIPTION and the PURPOSE of the event:

_____
_____
_____
_____

Which INSTITUTIONAL LEARNING OUTCOME(S) will your event meet? Explain.

_____
_____
_____
_____

T: 671.735.2222   **E:** uog.sga@triton.uog.edu   **W:** www.uog.edu/student-services/student-government/
Mailing Address: 303 University Drive   UOG Station   Mangilao, Guam 96923

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BUDGET BREAKDOWN OF TOTAL COST OF EVENT

DIRECTIONS: Please indicate below how the Student Organization and SGA combined funds will be expended based on the total cost provided in your application. Please be careful when using estimated amounts as failure to expend funds as indicated in this request may constitute a misuse of SGA funds and require its immediate return.

Good(s)/Service(s)	Amount:
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL COST OF THE EVENT:	$

SO Contact Information:

Name: _____

Position: _____

Email: _____

Phone: _____

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE FOLLOWING STATEMENTS. (1) All funds received from the SGA to support the event shall be expended, in accordance with what is stated in this funding proposal. (2) Failure to expend funds as declared above is a violation of this funding proposal and shall require the immediate returning of the funds to the SGA. (3) The student organization may be asked to provide receipts/invoices to the SGA Finance Committee as proof that funds have been expended as declared in this funding proposal. Failure to provide receipts/invoices may constitute an investigation by the Finance Committee and a fine equal to the amount requested by the student organization. (4) The SO takes full-responsibility for any misuse of funds granted by the SGA, and the SO alone shall be held liable for any misuse of such funds.

_____   _____
Print Name and Sign: **Date submitted:**
(Must be an officer of the Student Organization)