



STUDENT ORGANIZATION EVENT FUNDING REQUEST PROPOSAL DIRECTIONS AND GUIDELINES

- Chartered UOG Student Organizations (SO) may only request for assistance **ONCE PER SEMESTER** (*Fanuchânan/Fañomnâkan*), subject to the availability of SGA funds. Proposals are to be submitted **at least fifteen (15) business days prior the expected event/activity date**. However, it is recommended that SOs submit their proposals as soon as possible because of the lengthy paperwork process.
- A **REQUIRED interview will be conducted with the SO and Finance Committee members within ten (10) business days** after the Funding Request Proposal has been submitted.
- 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 Funding Request
 - Description of Event
 - Institutional Learning Outcome(s) (ILOs) event will meet:
 - Can be found via: <https://www.uog.edu/administration/academic-and-student-affairs/assessment-and-program-review.php>.
 - Detailed budget breakdown of the SOs contribution to the event.
 - Detailed budget breakdown of the use of the Student Government Association’s funds.
 - Contact information for the SOs:
 - Name
 - Position/Title
 - E-mail (must be a GoTritons email address)
 - Phone number
 - Signature from an officer of the requesting Student Organization and 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 OR DEEMED APPROPRIATE.

(i.e., If the event costs \$1,500.00, 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.)

- Award of the amount shall be upon the recommendation of the SGA Finance Committee through a simple-majority vote. The SGA Council will then vote on the final appropriation.
- If the proposal is approved, the student organization shall be notified (via the contact information provided in the application) at the soonest possible time.

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

The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges and is an equal opportunity employer and provider.



- A memorandum to transfer funds from SGA to the requesting student organization shall be prepared and submitted to the Student Life Office (SLO) for concurrence with the SLO Coordinator and the Dean of Enrollment Management and Student Success, before being transmitted to the Business Office for processing.
- The requesting organization must submit an online Post-Event Activity Report following the conclusion of the event. This report must be submitted within ten (10) business days from which the event was held. Failure to submit report will result in loss of funding opportunity for the upcoming semester(s).
- **PLEASE NOTE THE FOLLOWING AND INITIAL NEXT TO EACH STATEMENT:**
 - All funds received from the SGA to support the event shall be expended, in accordance with what is stated in this funding proposal. X_____
 - 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_____
 - 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_____
 - 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_____
 - An online Post-Event Activity Report will be submitted within ten 10 business days after the event is held. X_____

Sincerely,
Sixty-Third Student Government Association Finance Committee

Treasurer
Thuy Nguyen
Chairperson

Members: Keana Ardiente – Vice President Kennysha Sablan – Senator Tai-ana Salas – Senator

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

Print Name and Sign:
(Must be an officer of the Student Organization)

Date Signed:

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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 SGA via email: uog.sga@triton.uog.edu. Be sure to note **ATTN: SGA Finance Committee** in the subject line. Thank you!

Requesting Student Organization:		Account Number: <small>***Please attach latest account summary report***</small>
Event Name: (Date/Location)		
Total Estimated Cost of the Event:		
Amount of Requested Funds from SGA:	<p>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</p>	

----- FOR SGA OFFICE USE ONLY -----	
<p style="text-align: center;">FOR TREASURER:</p> <p>Received on: _____</p> <p>Treasurer: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input checked="" type="checkbox"/> _____</p> <p>Finance Committee: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Committee Vote: _____ / _____ / _____ <small>(Yays/Nays/Abstentions)</small></p>	<p style="text-align: center;">FOR SECRETARY:</p> <p>Received on: _____</p> <p>Council Vote: _____ / _____ / _____ <small>(Yays/Nays/Abstentions)</small></p>
Funding Amount APPROVED:	\$.

Provide a DESCRIPTION and the PURPOSE of the event:

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