

Indiana University East Student Government Association

2009-2010 Funding Request

Any registered student organization can apply for funding. This application contains the necessary directions and format for submitting a proposal. Proposals which are vague and not specific may cause a delay in the decision making process. Proposals should include the following:

- *Name of Student Organization*
- *Contact Information:* Name, e-mail address, phone number of individual submitting proposal
- *Description of request:* What, when, where, why
- *Purpose and benefits:* Why it should be considered? What are the goals? What is the number of students benefited?
- *Funding breakdown:* approximate overall cost and itemized cost breakdown (fees, food, honorarium, travel)
- *Fundraising activities:* any activities planned to help support this activity (fundraising activities must be pre-approved by the Office of Campus Life)
- Provide any flyers or documentation available
- SGA encourages on-campus activities which will engage large groups of students

IMPORTANT: An officer of the student organization must present the funding request in person during a regularly scheduled SGA meeting. This will help clarify any questions regarding the proposal.

Deadline for Submission: At least 3 weeks prior to activity/event you are requesting funds for. Requestor will be contacted to schedule presentation during SGA meeting.

The SGA meets every other Monday at 4:30 p.m. in Campus Life.

Indiana University East Student Government Association

2009-2010 Funding Proposal Form

Name of Student Organization: _____

How many active members are in the organization: _____

Name of Student Requestor: _____

E-mail Address: _____ Phone: _____

Description:

Purpose:

Benefits, including how other students will be impacted:

Budget:

ITEM	TOTAL EXPECTED COST	CLUB CONTRIBUTION	OTHER CONTRIBUTION	AMOUNT REQUESTED

Total Event Cost: \$ _____

Total Amount Requested: \$ _____

Fundraising Activities and Results (must be pre-approved):

Location of the event: _____

Anticipated attendance: _____

Is this an annual event? circle YES or NO

Has this event taken place before: circle YES or NO

If additional space for information and explanation is needed, please attach sheet.

If funding is granted, an 'Evaluation of Student Activity Funds Form' must be completed and returned to the Office of Campus Life no later than one week after event.

Signature of Applicant & Date : _____

Signature of President & Date : _____

Signature of Treasurer & Date : _____

Signature of Advisor & Date : _____

_____ for internal use only _____

Signature of recipient: _____

Date received: _____

Meeting date this item will be presented: _____

Action taken by SGA: _____