

## **Application for Student Government Association Funds**

### **Requirements that MUST be met in order to receive SGA funds:**

1. Club/Org. Information Sheet, Written Constitution, and Bylaws on file in the SGA office.
2. The Club/Org. must send a representative to the meeting at which they are requesting money to discuss the details behind the request and answer any questions raised by the LWC Senate.

### **You must attach the following information to this form:**

- A list of all Lindsey Wilson University students who will be involved in this event.
- Details of fund-raising done and/or planned by the Club/Org.
- A proposed, itemized budget for the event that includes prices for each element of the event (i.e. cost for hotel accommodations, travel costs).

All of the above information and this sheet **must be turned in three (3) weeks** prior to the date the funds are needed, unless approved by the Executive Cabinet (emergency situations only).

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### **The Process:**

- 1) The Appropriations Committee will convene after the SGA meeting immediately following the completion and turning in of all necessary paperwork. This committee will determine how much funding will be allotted for the given organization.
- 2) The Appropriations Committee is composed of the Treasurer, the Chief of Staff, one (1) Commuter Representative, and three (3) Senators
- 3) The Senate will vote to approve the recommendation of the Appropriations Committee in the next meeting following the ruling of the Appropriations Committee. The Club/Org. representative must be present at this meeting.
- 4) SGA cannot and will not grant reimbursement funds for any club or organization which fails to apply for funds prior to its necessity.

***For questions concerning funds requests, please email SGA at [sga@lindsey.edu](mailto:sga@lindsey.edu) or stop by the SGA office located in the Student Union Building***

**Fill in Club Information (REQUIRED):**

Club/Organization Name:

\_\_\_\_\_

Club/Org. Advisor: \_\_\_\_\_

Club/Org. President: \_\_\_\_\_ Phone

# \_\_\_\_\_

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**Answer each of the following questions (REQUIRED):**

Club Account Information: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Fund Org Account

How much money/funding does the club currently have available in their account/s: \$

\_\_\_\_\_

How much money is the club/organization requesting: \$ \_\_\_\_\_

When will the club need the requested funds? \_\_\_\_\_,

**Provide Signatures (REQUIRED):**

\_\_\_\_\_  
Club/Org. President Date

\_\_\_\_\_  
Club/Org. Adviser Date

***By signing this document, you acknowledge that all figures on this document and all attached documents are true to the best of your knowledge.***

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*This portion of the request is specifically for the use of the Lindsey Wilson University Student Association Cabinet. **Please leave it blank.***

Appropriations Committee Approval Amount: \$ \_\_\_\_\_

Senate Approval: \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

SGA Treasurer Signature

\_\_\_\_\_

Date

\_\_\_\_\_

SGA President Signature