

Carl Sandburg College Student Organization Funding Policy

The Student Government Association in conjunction with the Office of Student Life has established a limited supplemental funding pool for assisting Recognized Student Organizations and their activities. These requests will be reviewed by Student Government Association on a bi-weekly basis so applications should be submitted 14 days in advance of the event to receive full consideration.

Eligibility

Recognized Student Organizations may request Student Organization Funding if:

1. Your organization is in good standing with the College and not 30 days past due on any financial obligation to the College.
2. Your organization is in good standing with Student Government Association and has all current club forms on file with SGA.

Funds may be requested for two purposes: Special Event Funding or Annual Operational Funding. Please indicate on your request which funding purpose your organization will be applying for.

Source of Funds

The money is allocated from the Student Government Association annual budget which is provided by Carl Sandburg College.

Application Process

Student Government Association has determined that all eligible student organizations may submit Student Organization Funding applications any time during the year.

1. Complete a Student Organization Funding request form and submit it to Student Government Association. (Please indicate if this is a request for annual operations or a special need).
2. Applications are reviewed every two weeks.
3. You may be asked to schedule a meeting with SGA to discuss your request.
4. SGA meetings are open to the student body.
5. You will receive a notice stating your final allocation within one month after the submission of your request. If funding has been approved, SGA will submit an internal transfer of funds that could take up to two weeks to process.

Criteria

In determining whether a request should be granted and the appropriate amount of the request, Student Government Association will consider the following criteria:

1. Whether the student group making the request is recognized and in good standing;
2. Whether the request is timely;
3. The total amount of funding available to student groups;
4. The amount of the request;
5. Whether the request demonstrates that the group has been diligent in determining and expressing its needs;
6. The actual cost involved and whether the group has attempted to identify a cost-effective approach;
7. Whether the group receives funds from other sources;
8. Whether the group has received funding in the past and how effectively and efficiently it has used those funds; and
9. Any other relevant and lawful factors.

All funding decisions will comply with constitutional requirements of viewpoint neutrality.

Appeal

A student group may appeal Student Government Association's decision to deny the organization funding. The only accepted basis for appeal is the board denied funding based upon the viewpoint of the student group.

1. The student group may appeal in writing to the Advisor of SGA, but only if the student group maintains that SGA denied funding based upon the viewpoint of the student group.
2. The student group must submit the appeal no more than 5 calendar days after SGA informs the group of its decision.
3. The Advisor of SGA must issue a decision on the student group's appeal within 10 calendar days of submission.

**CARL SANDBURG COLLEGE
STUDENT GOVERNMENT ASSOCIATION**

STUDENT ORGANIZATION FUNDING REQUEST

Print or Type:

Name of Student Organization: _____

Name of Advisor: _____ Number of Members: _____

Student Organization Account #: _____

Current Account Balance: _____

Do you collect dues? _____ If Yes, Amount per Member: _____

Request Category: Special Event Annual Operations

Requested Allocation for: *(circle one)* Fall Spring

Estimate Total Cost of Event or Operations: _____

Actual Request Amount: _____

Please describe the special need or purpose for this request. _____

<p>FOR OFFICE USE:</p> <p>_____ Received By</p> <p>_____ Date Received</p> <p>Approved? Yes No</p> <p>If no, why?</p> <p>_____ _____ _____</p>	<p>APPROVED BY:</p> <p>_____ Student Government Assoc.</p> <p>_____ Date Approved</p> <div style="border: 2px solid black; width: 100%; height: 40px; margin: 5px 0;"></div> <p>Approved Amount of Allocation</p> <p>_____ Date Funds Transferred</p>
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Provide a budget to indicate how the funds will be distributed. Include ALL costs (i.e. advertising, travel, supplies, etc.) and ALL OTHER SOURCES OF FUNDS (i.e. membership dues, admission fees, donations, etc.). ATTACH a separate page if necessary.

What other sources of revenue has your group pursued?

What is your group doing to control cost?

Reminders:

- All allocated funds are given in good faith that they are used for the purpose outlined in this request.
- Student organizations must be in good standing with the College and SGA, and not be 30 days past due on any financial obligation to the College.

Print name of Organization President

Print name of Organization Advisor

Signature of Organization President

Signature of Organization Advisor

Date

Date

Phone

Phone

Email

Email

Office/Campus Address

Student Organization Funding Request Budget Worksheet (Optional)

Student Organization Name: _____

Student Leader Contact: _____

Email: _____ Phone: _____

Student Organization Advisor: _____

Event and Description	Expected Cost	To take place fall or spring semester?	Allocation Request	Actual Allocation (to be completed by SGA)
<i>Ex. Conference registration for (3) members @ \$100 ea.</i>	<i>Ex. \$300</i>	<i>Fall 2016</i>	\$300	
Total:	\$300		\$300	