Thank you for your interest in requesting funding from USAO’s Student Government Association. As part of our annual budget, we allot funds to help clubs and organizations carry out activities on campus and in the community. This page contains a simple step by step guide to requesting funding and the following pages contain the form itself. Please email us at usao-sga@usao.edu or contact any SGA Executive Council Member or advisor Roland Nuñez with any questions.

Funding Request Process

Step One: Funding must be requested by an officially recognized USAO club or organization in good standing. Please check with Student Services if you are unsure about your club’s status. We do not consider requests from individuals or groups without a club or organization affiliation. Also, please ensure that all events are OPEN to all students to participate in or be a part of. We cannot fund a pizza party for your club’s members, but we can fund something the entire campus is welcome to attend. Finally, please note that as part of the SGA legislative process, you may be subject to a variety of spending restrictions – and the amount granted may vary. All final passed legislation is posted on our website and you must read it carefully here: [http://usao.edu/student-association/legislation-0](http://usao.edu/student-association/legislation-0)

Step Two: Fill out the form below and turn in via email to usao-sga@usao.edu by Tuesday at 5pm on the week you want your matter brought up to the Student Senate - a signed copy should be placed in the SGA President’s mailbox, on the right just off the elevator on the third floor of the Student Center.

Step Three: Student Senate will discuss all submitted forms at our regular meetings each Wednesday at 5pm. They are presented by the Committee on Ways and Means with a recommendation for funding. You are welcome to attend and discuss your proposal.

Step Four: You must have a Senator sponsor a bill to fund your request. They may work directly with you or independently to help move your idea forward. Ideally, your request will find a sponsor to write a bill at the meeting at which it is first discussed. If there is no sponsor, a request cannot move forward.

Step Five: Once a Senator has sponsored your request and authored legislation, it can be submitted to the Senate the following Wednesday (one full week after your initial request was presented). Regular bills are discussed over a two week period; immediate action bills can be approved at one meeting.

Step Six: You are responsible for implementing the spending we authorize. Once legislation is passed to fund your event or activity, you must contact the Director of Student Development to obtain appropriate account numbers. You must receive authorization before spending funds and provide appropriate documentation after.

This is a three week process under normal circumstances. Please be prepared to submit this form a MINIMUM of THREE WEEKS before your scheduled event.
USAO SGA Funding Request Form

Organization or Club Name: ______________________________________________________

Student Contact Name: _______________________ Position with Org.:__________________

Student Contact Phone Number:________________ E-Mail:___________________________

Faculty/Staff Advisor: _______________________ Phone Number: ______________________

Event or Activity Title:___________________________________________________________

Date: ___________ Time:__________ Location:_____________________________________

Description of Event or Activity:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

How will this event/activity benefit the University and the Student Body?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

In order to answer the preceding two questions, please feel free to attach additional documentation and/or information. The more you can provide us with, the better your chances of receiving funding.

How much funding would you like to request from SGA: $____________

I have read the preceding pages and will adhere to the policies outlined.

Officer Signature:_____________________________________ Date:__________________

Faculty/Staff Advisor Signature:________________________ Date:__________________