

Club Fund Request Contract

2018 Procedures: Club Fund Requests can be accessed and used by recognized clubs/organizations of Brescia University whenever the clubs/organizations need to plan for an event (For Example: If Alpha Chi is having two events in the fall, they can fill out two separate club fund request for each individual event.) All documents must be submitted two weeks before clubs/organizations plan on having an event. Club funding will be voted on by the Executive Board within a week of receiving all documents.

Deadline: No events will be held after November 16, 2018 and all receipts must be turned in by November 19, 2018 to SGA Treasurer.

The Brescia University Student Government Association will consider recognized organizations requests for funding, provided the following conditions are met:

1. The organization is recognized according to the procedures and policies of the Student Government Association and has submitted all information as outlined on the first page of the SGA bylaws.
2. The requesting organization must submit a Financial Statement to the SGA Treasurer, with the advisor's signature, outlining the organization's financial status.
3. Clubs/organizations may check out University credit card(s) from the bookkeeper's office after their fund request has been approved by SGA. The card(s) are to be returned to the bookkeeper's office in a timely fashion after a purchase is made. If there are any discrepancies with the University credit card, please contact SGA Treasurer, Ryan Oates at ryan.oates@brescia.edu and (270)-752-3131.
4. Any club members who check out University credit cards must provide their name and best method of communication on the Club Fund Request form. The member will reach Ryan Oates as soon as a purchase is made with University credit cards.
5. All receipts must be itemized and must be given to the SGA treasurer ***within one week of the event for which the funds were allocated***. Any unused funds will be transferred back into the SGA account. If receipts are not turned in the time limit, it may affect future funds.
6. Requesting organizations must submit a **detailed report** explaining what the requested funds are to be used for and how the money will benefit the organization and if applicable, the student body, in addition to the Club Fund Request form. This report must include a description of the event, including the time of the event and how the funds will be used, for full consideration. A short presentation to the executive board is required to clarify details of the purpose of the request. The presentation will take place after the General Assembly meeting.
7. An amount of money will be set aside for unexpected funding requests unforeseen before the original fund deadline. This funding will also be used to assist clubs that receive SGA recognition after the original fund request deadline.
8. SGA will consider the following as forms of funding but are not guaranteed to be granted:
 - Clothing
 - Food
 - Registration fees for conferences
 - Campus-wide events open to everyone
 - Retreats
 - Supplies necessary for the function of the organization

I have read this contract and I agree to and understand the terms and conditions.

(Printed Chief Financial Officer Name)

(CFO Signature)

(Date)

(CFO E-mail and Phone number)

(Printed Advisor Name)

(Advisor Signature)

(Date)

(Advisor E-mail and Phone Number)

Student Government Association

Club Fund Request Form

Club/Organization Applying: _____

Amount Requested: _____

Who will be checking out University credit cards (if any): _____

What is the best method to reach this person?: _____

Breakdown of Expenses/ Itemized List of Purchases (Item and Cost):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Reason for Request:

Conference Expenses	\$ _____
Campus Wide Event	\$ _____
SGA Approved Alternative Activity	\$ _____
_____	\$ _____

(If Alternate, describe event.)

Signatures

(Organization President) (Date)

(Organization Chief Financial Officer) (Date)

(Organization Advisor) (Date)

For Official Use Only

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Amount Granted: _____