

# FUNDING REQUEST FORM

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The purpose of the Student Government Association of the State University of New York, College at Potsdam is to promote the educational well being of its membership through the recognition of academic, cultural, recreational, social and athletic programs. The Student Government Association accepts the submission of special Funding Requests to support such endeavors.

Realizing that income for the Student Government Association originates primarily from student activity fees, activities that are shown to be a benefit to the student population will be given primary consideration.

Those individuals or groups wishing to file special requests with the Student Government Association **must** complete the attached Funding Request Form and submit it to the Student Government Office, located in the upstairs Barrington Student Union, Room 213. The completed Funding Request Form must be submitted by **no later** than 4pm on the Monday before the meetings at which it will be presented. Any Funding Request Forms submitted after the deadline will be introduced at the following week's meetings.

The Student Government Association is comprised of two separate Houses: the Senate and the Assembly. The Senate is comprised of representatives (generally the Treasurers) from each Student Government Association student run organization. The Assembly is comprised of student elected representatives for each residential building and student elected representatives for off-campus residents. Each appropriate Funding Request submitted to the Treasurer will be introduced as a bill, discussed, and voted upon in both Houses. A bill must be voted upon and passed by a 2/3 vote of those present and voting in **both** Houses in order for the Funding Request to be granted. The bill will first be introduced to the Senate and will subsequently be introduced to the Assembly. A representative for the Funding Request must be present at the meetings in which the bill will be introduced. This representative will be required to speak about the proposal and to answer any questions that may arise.

The Senate meets every **Wednesday** at **5:00pm**. The Assembly meets every **Thursday** at **5:00pm**. Both meet in the **Barrington Student Union Forum Room**. Once both the Senate and the Assembly have made a final decision, the Student Government Association Treasurer will notify the group or representative requesting the funding of the Association's decision. If the Funding Request has been granted, the representative must make an appointment with the Student Government Association Treasurer as soon as possible so that the necessary arrangements are made for the dispersal of funds. Any Funding Request that has been awarded but not yet claimed by the beginning of the new fiscal year will become null and void.

Please complete the attached Funding Request Form. If you have any questions concerning the funding request process, please contact the Student Government Association Treasurer at [sgatres@potSDam.edu](mailto:sgatres@potSDam.edu) or the Student Government Association Office at [sga@potSDam.edu](mailto:sga@potSDam.edu).



# FUNDING REQUEST

Office Use Only [Received]

## Step I Application Information

Date of Request: \_\_\_\_\_ Organization/Club Classification:  
Organization (If Applicable): \_\_\_\_\_  Budgeted  Non-budgeted  
Requested By: \_\_\_\_\_  Other: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ # of Club Members: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ # of Participants Expected: \_\_\_\_\_  
Total Amount of Funds Requested \_\_\_\_\_

## Step II Overview

Please provide a brief statement about your proposed request. Be sure to include a description of the activity or item(s) of purchase. If this request is for an activity, please be sure to include the date/time of the activity and how this activity will benefit campus life:

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## Step III Budget for Proposed Activity

Please include a specific breakdown of the budget for this activity. Suggested items should include (but not be limited to): cost of items, refreshments, transportation, conference fees, publicity, etc.:

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## Step IV Publicity

Please provide a brief overview of all steps that will be taken to promote this activity on- or off-campus. Attach additional pages as needed:

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## Step V Co-Sponsorships/Fundraising

Will there be any additional funding for any aspect of this activity?  No  Yes  
If yes, please identify and describe the extent of any contribution(s) to this activity. Be sure to include other groups / departments / organizations sponsoring this event, as well as your own club/department contributions. Please also include any fund raising done, if applicable:

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## Step VI Authorization

Contingency  Contingency Conference  Supplemental  
 Equipment Replacement Fund  Program

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Daniel A Scott, SGA Treasurer