**HOW TO REQUEST AN ADJUSTMENT OF FUNDING**

**FROM THE STUDENT GOVERNMENT ASSOCIATION**

***STEP 1:*** Discuss with your club membership the specific goals you wish to accomplish.

***STEP 2:*** Following your goal, developed programs or projects, the club will offer for the benefit of the group membership, the total student population, and/or the local community.

***STEP 3:*** With your advisor, develop a *realistic* and *honest* budget for the proposed program or project.

***STEP 4:*** Complete an ADJUSTED BUDGET FORM, (see below) thoroughly *itemizing* not only the program’s expenses but also any income you anticipate receiving from planned ticket sales or fund raising. Income also covers the funds that the club, club members, or other organizations will expend for the program.

***STEP 5:*** Submit the completed ADJUSTED BUDGET FORM form to the **Treasurer** of the Student Government Association (SGA) and make a request to be placed on an upcoming agenda of the Executive Officer’s meeting either in person at room S516 or S514 or via e-mail: [nv-sga-treasurer@nvcc.commnet.edu](mailto:nv-sga-treasurer@nvcc.commnet.edu). Requests submitted by Friday at 2:00 p.m. will be considered for the Executive Officer’s meeting the following Monday.

***STEP 6:*** During the Executive Officer’s meeting, the SGA officers will prepare the club for their presentation before the SGA. The Treasurer of the SGA will arrange with the Secretary of the SGA for your request to be placed on the agenda of the SGA meeting within two (2) weeks of your appointment at the Executive Officer’s meeting.

***STEP 7:*** Prepare a brief oral request for presentation to the SGA explaining the funding needs of your program. Include in this presentation the highlights of the program and how it will benefit (1) your organizational membership, and/or (2) the total student population at the college, and/or (3) the local community.

***STEP 8:*** At a meeting of the full SGA, you will make your presentation and will recommend a funding amount. **Debate on the actual amount to be allocated will be limited to SGA Representatives and Senators only.**

***NOTE:*** Other individuals or groups within the college community are invited to submit

program ideas to the SGA for funding consideration by following steps 4 through 8

above.

ADJUSTED BUDGET FORM REQUEST

Name of Sponsoring Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event/Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Program Being Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly Describe Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Semester in which program will occur:

Fall: \_\_\_\_\_\_\_\_

Spring: \_\_\_\_\_\_

Signature of Club Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Club Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the benefit of this program to the campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PLEASE ATTACH PRINTED MATERIAL TO SUPPORT YOUR REQUEST**

**PLEASE FILL OUT ITEMIZED BUDGET FORM BELOW**

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SGA Office Use Only:**

SGA Meeting Date for Request Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Added to Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPLETE THIS FORM FOR NEW PROGRAM BEING REQUESTED or**

**ADDITIONAL FUNDING FOR APPROVED PROGRAMS.**

**ESTIMATING STUDENT EXPENSES VS. SGA COST PER TRIP**

All same day bus trips with no tickets purchased:

**$10 for students $15 for guests**

All same day bus trips with tickets under $75:

**$15 for students $25 for guests**

Same day conferences with per person cost under $100, no transportation provided.

**$10 for students (No guests)**

Same day conferences with per person cost $100-$200:

**$15 for students**

Same day conferences with per person cost $200-300:

**$20 for students**

(*All on campus events open to all students may submit request for funding*)

Overnight conferences with per person cost under $200:

**$20 for students**

Overnight conferences with per person cost $200-$300:

**$25 for students**

Overnight conferences with per person cost $300-$400:

**$30 for students**

All overnight trips in excess of $400, see SGA Treasurer **prior to filling out the form** for per person expense\*

ITEMIZED BUDGET FORM

Number of Students Participating: \_\_\_\_\_\_\_\_\_\_

Number of Advisors Participating (Max 2): \_\_\_\_\_\_\_\_\_\_

Total number of Participants: \_\_\_\_\_\_\_\_\_\_

**NOTE:** NO REALLOCATIONS OF APPROVED FUNDS ALLOWED. EVERY REQUEST IS FOR NEW FUNDING. ONLY ADDITIONAL COSTS TO EXISTING APPROVED PROGRAMS CAN BE REQUESTED. (As stated in club budget packets submitted in March to Budget Committee)

INCOME

Per Student Cost collected to attend (# students x student expenses): $\_\_\_\_\_\_\_\_\_\_\_

Amount of Club Funding: $\_\_\_\_\_\_\_\_\_\_\_

Amount from Other Organizations: $ \_\_\_\_\_\_\_\_\_\_\_

Anticipated Activity Revenue (ticket sales): $ \_\_\_\_\_\_\_\_\_\_\_

TOTAL ESTIMATED INCOME: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUMMARY OF ESTIMATED EXPENSES & INCOME

Total Estimated Expenses ─ Total Estimated Income = Amount Requested by SGA

$\_\_\_\_\_\_\_\_\_\_\_\_\_ - $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXPENSES *(SGA does not pay for meals or dues)*

1. Transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_
2. Tickets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_
3. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_
4. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_
5. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_
6. Other ($100 max on gas cards per academic yr. for each club can be requested): $\_\_\_\_\_\_\_\_\_\_\_

TOTAL ESTIMATED EXPENSES: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_