

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. 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

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.**

Name of Sponsoring Club: _____

Date of Event/Activity: _____

Title of Program Being Requested: _____

Briefly Describe Program: _____

PLEASE ATTACH PRINTED MATERIAL TO SUPPORT YOUR REQUEST

Describe the benefit of this program to the campus: _____

Semester in which program will occur:
Fall: _____
Spring: _____

Signature of Club Advisor: _____
Signature of Club Officer: _____

PLEASE FILL OUT ITEMIZED BUDGET FORM BELOW

ITEMIZED BUDGET FORM

Please note:

Each Club requesting funding must state how much club or students are contributing toward the event on this form.

Bus Pricing:

Please submit a request for a bus price prior to submitting this form.

Please send to KBlake@nv.edu – Need to know the following:

- Bus date of event
- Time leaving and returning
- Address of destination
- # of students and advisors attending

Ticket/Conference Pricing:

Please submit a request for ticket/conference price prior to submitting this form.

- Date of event
- Time frame of event
- Contact info
- # of students and advisors attending

Number of Students Participating: _____

Number of Advisors Participating (Max 2): _____

Total number of Participants: _____

EXPENSES (SGA does not pay for meals, text books, study guides 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: \$ _____

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: \$ _____

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)

SUMMARY OF ESTIMATED EXPENSES & INCOME		
Total Estimated Expenses – Total Estimated Income =	Amount Requested by SGA	
\$ _____ - \$ _____ =	\$ _____	

Making motion to allocate funds during SGA Meeting:

I _____, make a motion to approve _____ from _____ for _____
 (Name making motion) (Dollar amount to approve) (SGA Account)

Someone then seconds the motion:

I _____, second the motion.
 (name making motion)

Discussion takes place, then the President of SGA says all in favor and everyone in favor will then raise their hands. Must be over 50% majority to pass the allocation.