Date Received: _____ By: _____

Student Government Association Fund Request

- *Type or write legibly and fill out completely. Incomplete forms will delay the process. Groups may not request funds without completing this fund request.*
- *Forms are due to sga@my.hpu.edu by the first day of the month you are requesting funds.*
- *Requests will be heard at the first Senate meeting of the month. More information will be provided by SGA. A representative of the RSO must formally request funds in person and address questions or concerns of the Senate.*
- *Please attach the following:*
  - *Itemized event budget, including all expenses, revenue, and other funding sources. Please specify how SGA funds will be used for this event.*
  - *Approved online Activity Request for the event.*
  - *Copy of the RSO's fundraising plan. This should include all fundraising activities that have been done so far and those planned for the remainder of the year.*
  - *Explanation or example of how SGA's support will be recognized (ex. advertisement or Pipeline noting SGA sponsorship).*

Organization: _____

RSO Contact: _____ Phone: _____ Email: _____@my.hpu.edu

Event/Project Details

Title: _____ Date(s): _____

Location: _____ Time: _____a.m. /p.m. to _____a.m. /p.m.

Expected number of participants: _____

Description: _____

_____

_____

_____

Proposal

Amount Requested: $_____ **(***This amount should be **exact,** not an approximation.)*

How will the funds be utilized? Name and describe items below: _____

_____

_____

_____

_____

How will these funds benefit the HPU student body? _____

_____

_____

_____

_____

Senate Use Only

Date of Proposed Resolution: _____ Vote: _____ ☐ Approved ☐ Denied

Treasurer, SGA: _____ Date: _____

President or Speaker, SGA: _____ Date: _____

Advisor, SGA: _____ Date: _____

Office Use Only

Date transfer request sent to Business Office: _____ Date confirmed in FSS: _____

Sent by: _____