

**Marywood University
Student Government Association (SGA)
Funding Request Form**

** To request funds, the club must be a funded organization in good standing **
All requests must be submitted to SGA a *minimum* of three weeks prior to when funds are needed.
Funding decisions will be emailed to the Requestor designated in Section 1.
Further questions and clarification can be sent to Michael Kalage at Mkalage@marywood.edu

SECTION 1:
Student Organization Name _____
Name of Requestor _____ Email _____

Position in Club _____
Name of Advisor _____ Email _____

SECTION 2: Please state the reason for your funding request

| | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> T-shirts | <input type="checkbox"/> Hotel | <input type="checkbox"/> Conference Registration Fee |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Travel | <input type="checkbox"/> Advertising/Printing |
| <input type="checkbox"/> Food | <input type="checkbox"/> Membership Dues | |
| <input type="checkbox"/> Club Event | <input type="checkbox"/> Other (please specify) _____ | |

SECTION 3: Please provide a detailed description of the categories that you selected above (i.e., name & location of hotel, conference name and location, number of t-shirts.)

SECTION 4: Total Amount Requested \$ _____

Current Balance of Club Account \$ _____

ATTACH ADDITIONAL INFORMATION

All REQUESTS MUST HAVE PROOF OF COST attached to this form at the time of submission

Examples:
Hotel Rooms: Print out an estimate from the hotel website.
Registration Fee: Print out proof of cost per person to attend.

RETURN TO THE OFFICE OF STUDENT ENGAGEMENT, NAZARETH 107