



Student Government Association

Western Dining Funding Request Form – Registered Organization Request

Date of Request: _____

Date Received: _____

Club/Organization Contact Information

Name of Club/Organization _____

Club/Organization Contact Name: _____

Contact Phone: _____ Contact Email: _____

Club/Organization Advisor: _____

Advisor Phone: _____ Advisor Email: _____

Event Details

Name of Event	Description of Event	Date	Type of Event
			Philanthropy <input type="checkbox"/> Normal Event <input type="checkbox"/>

Food & expense requested from Western Dining: (Please list individual items.)

Food	Cost per item	Quantity	Total Cost
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

If additional space is needed, please attach an additional sheet explaining funding needed and the source of funding.



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Important Rules and Application Deadlines

You must be a registered club or organization. Normal events must be open to all students. Philanthropy events must benefit a local charity and 100% of the profit must be given to that charity.

By signing this application it is understood that any misuse or misrepresentation of funding will result in the cessation of future funding. Moreover, funds that are misused or unaccounted for will be recovered by the SGA.

I also understand that all applications must be received by the committee no later than one (2) weeks (10 classroom days) prior to the requested event. All applications will be rejected if this deadline is not met. It is the clubs/organizations responsibility to assure the application has been received.

Club's/Organization's Contact Signature: _____ Date: _____

Club's/Organization's Advisor Signature: _____ Date: _____

Contact Information

1. Contact the Student Government Association by email sga@missouriwestern.edu, or by phone 816.271.4408 for any additional questions. Ask for the Director of Finance.
2. Contact Don Willis at the Center for Student Engagement by email willisd@missouriwestern.edu, or by phone 816.271.4420 for any additional questions.