



Student Government Association On-Campus Event Funding Form 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 Request

Name of Event:

Date of Event:

Note: Please see Donald Willis at the Center for Student Engagement for details on how to reserve rooms and plan events on campus if you haven't done so already.

Please attach your typed responses to the following questions on a separate sheet of paper

1. How will your group's attendance of this conference/competition benefit the Missouri Western community?
2. How many students are estimated to be in attendance at this event?

Additionally, the following documentation **MUST** be attached to this application in order for your request to be reviewed by the Financial Oversight Committee:

- a. Event itinerary and/or brochure describing the event in detail.
- b. A complete list of proposed attendees. (Attendees listed must be current Western students or a staff/faculty advisor.)
- c. An itemized budget for the event showing the exact costs of the event.
- d. The FOC follow up procedures requires the submission of all original receipts, bills, completed registration forms, invoices and a typed follow-up report summarizing the experience within two weeks of the event. You may also be required to share the knowledge and skills you gain at funded conferences/competitions with the Western campus community.

Description of Expenses

Expense Category	Organization's Contribution (Please List Each Individual Item)	Expected SGA Contribution (Please List Each Individual Item)	Total	Preferred Payment Disbursement Method
Programming				_____ Check Issued Prior to Travel/Event



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Expenses				(Checks will be made out to vendor) <input type="checkbox"/> Reimbursement <input type="checkbox"/> University Credit Card Purchase Prior to Event
PR and Marketing Expenses				<input type="checkbox"/> Check Issued Prior to Travel/Event (Checks will be made out to vendor) <input type="checkbox"/> Reimbursement <input type="checkbox"/> University Credit Card Purchase Prior to Event
Food Expenses				<input type="checkbox"/> Check Issued Prior to Travel/Event (Checks will be made out to vendor) <input type="checkbox"/> Reimbursement <input type="checkbox"/> University Credit Card Purchase Prior to Event
Campus Labor				<input type="checkbox"/> Reimbursement <input type="checkbox"/> University Credit Card Purchase Prior to Event
Other Expenses				<input type="checkbox"/> Check Issued Prior to Travel/Event (Checks will be made out to vendor) <input type="checkbox"/> Reimbursement <input type="checkbox"/> University Credit Card Purchase Prior to Event
Total Expenses				

Total Amount Requested from SGA: _____

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

Important Rules and Application Deadlines

- Complete funding requests and required documentation must be received by the SGA director of Finance at least one (1) month (21 classroom days) prior to the event for which funding is being requested.
- The FOC will only consider funding prior to the event.
- The student organization requesting funding must be present at the FOC meeting in which the funding request is considered.
- Complete information including addresses, printed cost for accommodations, conference registration receipts, and other necessary paperwork is needed before FOC will review an application. Paperwork must be turned into the Director of Finance, located in the Student Government office, Blum Union, room 217.



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NOTE: Failure to comply with required documentation will delay and/or invalidate funding request. Once paperwork is received, the SGA Director of Finance will set up a hearing with the Financial Oversight Committee to discuss your funding request.

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 per FOC Funding Act (Bylaw Article VII) all applications must be received by the SGA, Director of Finance no later than one (1) month (21 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: _____

Student Government Association Contact Information

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.

Feel free to visit our website first at www.missouriwestern.edu/sga for helpful tools to fill out your application. Check the Finances and Legislative drop down lists. We have a PowerPoint about funding, the SGA Constitution and Bylaws, and other important information about your Student Government Association.