SGA Budget Request Form
Fiscal Year 2017-2018

Organization Name: ________________________________

Advisor
Name: ________________________________ Phone: ____________
UNO Email: ________________________________

Organization President:
Name: ________________________________ Phone: ____________
UNO Email: ________________________________

Organization Treasurer:
Name: ________________________________ Phone: ____________
UNO Email: ________________________________

Total Amount Requested: __________________________

FOR STUDENT GOVERNMENT USE ONLY:
Denied: _____ Approved: _____ Amount Approved: ________________
Reason for decision: ____________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
Matthew Schantz __________________________ Date
SGA Vice President
GUIDELINES FOR BUDGET REQUEST:

1. Must be turned in by Friday, April 14th, 2017 at 4:30pm in electronic format or in person.
   a. Electronic forms are to be emailed to the Student Government Association Vice President at sgavp@uno.edu, the SGA Financial Advisor at lpaige@uno.edu, AND the SGA Advisor at lsipe@uno.edu.
   b. Physical requests may be dropped off at the Student Government Association office UC 236. All physical requests must be time stamped and signed when turned in at the office.

2. One request per organization per fiscal year. The proposal must include all planned events in which Student Government funding is necessary. For any additional events, requests must be made in bill format to the Student Government Senate.

3. Organizations must be registered with the Office of Student Involvement & Leadership at the time of submission of the Budget Request as well as at the time of the proposed event or purchase.

4. Funds will NOT be approved for meeting food, individual dues, travel, prizes, giveaways, plaques, or t-shirts.

5. Must include a 1-2 page typed double-spaced summary per event or purchase that funds are being requested.

6. Must include a detailed budget in a spreadsheet format (excel, google doc, or pdf) for each event or purchase. Any revenue expected to be generated by the event through ticket sales or donations must be included in the budget.

7. If requesting funds for annually recurring event or purchase, include all documentation from the previous year’s event or purchase including invoices, receipts, and income received.

8. If the organization received funding from SGA within the past fiscal year, the organization must attach the Formal Financial Report for those events and/or purchases. Copies of previous Formal Financial Reports are available in the Student Government Office.

9. All organizations must disclose all other financial report received from any other sources that are funding the event for which funds are being requested.

10. This form must be attached to the budget request; all previous year budget proposal formats will be rejected.

11. Submission of a completed budget proposal does not guarantee acceptance by the Budget Committee. All decisions of the committee will be disclosed as soon as the SGA Budget is finalized by May 26th, 2017.

12. A written report is required to be given to the SGA Vice President within 30 days immediately following the event that is funded by SGA. Failure to report will make an organization ineligible to receive any SGA funding for the following year.

13. All approved and funded organizations are required to hold their events before May 4th, 2018, with any reimbursement paperwork to be turned in no later than May 11th, 2018.

14. For all funds approved, organizations must contact the SGA Vice President at sgavp@uno.edu as well as the SGA Financial Advisor at lpaige@uno.edu and the SGA Advisor at lsipe@uno.edu in timely advance of their approved event(s) or purchased of items. It is recommended that this time be 30 days prior to give ample time to process the information, or funds may not be accessed.