

Procedure for Requesting Money

The following procedure must be utilized when requesting money from Student Government.

1. Submit a completed Allocation Request Form (available in the Office of Student Activities) to the Student Government Vice President. A copy will be sent to the organization advisor.
2. A hearing date will be scheduled. One representative from the requesting organization must be present at the scheduled hearing date. If there is no representative present at the hearing, the request will be denied.
3. Student Government will review the Allocation Request and conduct a brief question/answer session with the student representative.
4. After the hearing, Student Government will go into closed session to decide upon the level of funding. A ballot form of voting will be used to determine level of funding. In the event of a "tie vote", the vice president of Student Government will vote.
5. Funding may be granted in the entirety of the request, reduced or disapproved.
6. After the closed session, immediate notification will be given to the student representative regarding the level of funding for the request.
7. If the requested amount is reduced or disapproved, a written statement that outlines the reasoning will be forwarded to the organization advisor within two working days after the hearing.
8. Approved funding will generally be available within ten working days after approval.
9. Any publicity for the event **MUST** include one of the following statements: "funded by student government" or "partially funded by student government".
10. Standard procedures as outlined in the Student Organization Manual must be strictly followed when using any student organization funds.