

STUDENT GOVERNING ASSOCIATION BUDGET REQUEST FORM

This form is due at least 28 days before your event

Special Deadlines: 1st Friday in November for events Dec 1 – Feb 15
 1st Friday in March for events April 1 – Sept 30

Student Groups must complete a separate budget request form for each project for which funds are desired from the Student Governing Association (SGA). Please note that a maximum of five projects, two of which may be travel projects, may be requested in any fiscal year period, July 1- June 30. The SGA Allocation Committee reserves the right to decline funding for any project deemed not of substantial educational benefit to the KSU student body. Please include as much information as possible about your project. This will speed consideration of your request during the allocations process. If you have any questions, please contact the SGA Allocations Chair or OSAS Accountant in the Office of Student Activities and Services at (785)532-6541.

NOTE: Graduate students cannot receive funds through GSC Travel Grants and SGA funds for the same trip.

TO BE ELIGIBLE TO RECEIVE FUNDING YOUR ORGANIZATION MUST BE COMPRISED OF AT LEAST 80% CURRENT KSU STUDENTS AND BE REGISTERED WITH THE OFFICE OF STUDENT ACTIVITIES AND SERVICES (OSAS). IN ADDITION, STUDENT ACTIVITY AND FINE ARTS FUNDING COMES WITH SPECIFIC GUIDELINES AND LIMITATIONS. IF YOU HAVE ANY QUESTIONS ABOUT YOUR GROUPS ELIGIBILITY TO RECEIVE FUNDING PLEASE REVIEW THE FUNDING GUIDELINES LISTED AT THE BACK OF THIS PACKET OR SPEAK WITH THE OSAS ACCOUNTANT PRIOR TO FILLING OUT THIS FORM.

ORGANIZATION INFORMATION

Name of Organization _____

Please list a contact person who is knowledgeable with regards to your request, and is willing to attend an allocations meeting to answer committee questions

Contact Person _____ Address _____

Position _____ Phone _____ E-mail _____

Advisor _____ Address _____

Phone _____ E-mail _____

PROJECT INFORMATION

School Semester/Year _____ Date of Project _____ Title of Event _____

General Description of Activity: _____

Do not fill in shaded regions. See the back page for possible categories of funding.

CATEGORY	REQUESTED	RECOMMENDED	ALLOCATED
	\$	\$	

Total expenses _____ Total requested from SGA _____ Total fundraised _____

SGA OFFICE USE ONLY: Date _____ Received By _____ Receipt # _____

Group Classification _____

TRAVEL REQUEST

Please fill out the following information only if your group is requesting funding for travel.

Location _____ Dates _____ Number of Student Travelers _____

Approximate Distance (miles) _____ Mode of Travel (Flying, Personal Vehicle, KSU Motorpool) _____

Purpose of Travel:

Has your group conducted this project or a similar project in the past? Yes _____ No _____

What is the **educational value** of this event and how will it benefit the members of your organization?

How will your attendance at this event benefit the KSU student body, specifically those students who are **not** members of your organization?

Note: The SGA Allocations Committee seeks to maximize the funds that it allocates by funding events which benefit the largest number of students possible. Please be specific when describing the educational value and benefits of your event.

Please give a brief itinerary of your trip:

ON-CAMPUS EVENT REQUEST

Please fill out the following information only if your group is requesting funds to host an on-campus event.

PROJECT INFORMATION

Where will this event be held? _____

What is the expected **KSU student** attendance at your project (if requesting lecturers, speakers, or entertainers or films) _____

Lecturers, Speakers or Entertainers Name _____

Lecturers, Speakers, or Entertainers Residence (City, State) _____

Lecturers, Speakers, or Entertainers Topic _____

Lecturer's Speakers, or Entertainers Credentials (education, career, publications) _____

Topic of Film _____

Plot of Film _____

Has your group conducted this project or a similar project in the past? Yes _____ No _____

What is the **educational value** of this project and how will it benefit **K-State Students**?

Note: The SGA Allocations Committee seeks to maximize the funds that it allocates by funding events which benefit the largest number of students possible. Please be specific when describing the educational value and benefits of your event.

ORGANIZATION BUDGET ESTIMATION

This form is designed to help your organization estimate your requests for each funding category. Please be as detailed as possible for each item and note the relevant information (location, rent of space, specific materials for rent and equipment, etc), as well as a reasonable estimate of the cost of each item. The Allocations Committee will use this information to review your request and confirm your estimates. Complete information will allow your request to be processed more quickly. **The more information you provide the easier it will be to fund your organization.**

THIS SHEET SHOULD REFLECT THE **TOTAL COST** OF YOUR EVENT
PLEASE LIST **ALL** EXPENSES THAT WILL BE INCURRED

	ITEM DESCRIPTION (Please list each item you will be purchasing for this category)	EST. COST	CATEGORY TOTAL
<i>Example: Promotions</i>	<i>3 x 5 Collegian Advertisement</i>	<i>\$50.00</i>	<i>\$100.00</i>
	<i>100 Printed Flyers</i>	<i>\$50.00</i>	
Promotions			
Lecturer, Speaker, Entertainer (LSE) Fee			
Rent of Space			
Rent of Equipment			
Films			

Total Requested: _____

	ITEM DESCRIPTION (Please list each item you will be purchasing for this category)	EST. COST	CATEGORY TOTAL
Travel			

Total Requested: _____

Please list any other expenses your group will be incurring. Attach additional sheets if necessary.

Student Activity & Fine Arts Fee funds CAN be spent on . . .

Promotions - Promotions include expenses related to advertising an activity such as: Collegian advertisements, KSDB FM (91.9) radio advertising, banners, postcards, leaflets, flyers, and posters that are primarily targeted toward K-State students. All formal printing jobs must be done by K-State Printing Services (e.g. K-State Union Copy Center). **Kinko's, Copy Co., Claflin Bookstore, Copy Kats, Staples, etc. are unallowable.** All advertisements must have the SGA logo printed on it somewhere.

Lecturers, Speakers or Entertainers(LSE) - Lecturers, Speakers or Entertainers include all funds requested by an organization in order to bring a Lecturer, Speaker or Entertainer to a planned event, including their travel, lodging, food and fee to perform. LSE events funded by SGA must be free and open to all K-State students. Admission fees may be charged to faculty, staff, and the community. The Lecturers, Speakers or Entertainers Information Form and a W-9 must be completed at least four (4) weeks prior to the performance in order to ensure prompt payment to the performer.

Rent of Space & Equipment - Rent of space and equipment includes any costs related to renting rooms or equipment for performances and any other such events.

Films - Films include expenses for the rental of movies, documentaries, recorded theatrical shows, or other such events. Films must be educational in nature. Films not of an educational nature will be considered on a case by case basis by the Allocation Committees. Rental of movies must be rented from companies like Swank Motion Pictures or Criterion Pictures that provide the necessary mandatory viewing license. A copy of the license must be presented to the OSAS Accountant before the movie presentation.

Open House - This category is specifically for College Council's Open House activities. Funds in this category may only be requested by the College Councils. SGA will pay for:

Supplies(Markers, Poster board, Paper, etc.) - Supplies will be funded at the discretion of the College Council Allocation Committee.

Decorations - Only reusable decorations will be funded.

Food - Food must be used in an experiment. Food expenses for consumed goods will not be approved.

Float Materials - Expenses for float materials are limited to anything dealing with the physical construction of the float itself, such as wood, paper, and chicken wire. If it is not part of the physical construction, SGA will not approve the expense.

Please contact the SGA Treasurer for prior approval if you are unsure about an Open House purchase.

Travel - Funds may be available for transportation, lodging, and meals for KSU students. Organizations are limited to \$1000.00 for travel expenses per fiscal year and these funds can be requested on up to 2 travel requests per fiscal year. A student may receive up to \$100 with each travel event. Travel is a very difficult category to be reimbursed for. SGA highly recommends meeting with the OSAS Accountant before making any travel arrangements. This simple step can save you a lot of time and future frustration.

Sports Clubs - Sports clubs can use their funding for the purchase of the above categories, sports equipment, official sports uniforms, salaries for referees and coaches, and league membership dues.

Student Activity & Fine Arts Fee funds CANNOT be spent on . .

Food - Funds cannot be spent on food, with the exception of meals while traveling or an educational experiment during Open House.

Social Functions - Funds cannot be spent on parties, social functions, or banquets.

Decorations - Funds cannot be spent on decorations or table arrangements. Special exceptions will be granted to College Councils for Open House expenses on a case-by-case basis by the SGA Treasurer.

Gifts - Funds cannot be spent on gifts, plaques, awards, trophies, flowers, clothing, or any other personal items for individuals.

Supplies - Funds cannot be spent on office supplies outside of College Council Open House and Institutional Service activities.

Paid Wages - Only wages for film projectionists or police officers, as required by a rental facility, will be approved by the SGA Allocations Committee.

Other - Funds cannot be used for name tags, Royal Purple pictures, t-shirts (with the exception of uniforms for sports clubs), giveaways, or for any event that is not free and open to all K-State Students.

THERE IS NO GUARANTEE THAT FUNDS WILL BE AVAILABLE FOR THE ENTIRETY OF THE FISCAL YEAR. ALL FUNDS ARE ALLOCATED ON A FIRST COME FIRST SERVED BASIS AND ACCORDING TO THE STANDARDS OF MERIT AND EDUCATIONAL VALUE DEEMED APPROPRIATE BY THE ALLOCATIONS AND COLLEGE COUCIL ALLOCATIONS COMMITTEES.