

STUDENT GOVERNMENT ASSOCIATION SGA CONTINGENCY FUND REQUEST



CONTINGENCY FUND REQUEST FORM

This form is to be used by clubs and organizations when the funds they have as a club do not meet the needs of a specific event or program that is being planned. Once this form is received, the club or sponsoring organization will receive a decision within 72 hours of the next available SGA Meeting. Clubs/Organizations requesting extra funds are strongly encouraged to attend the next SGA meeting, when the request will be brought to the floor, to answer any potential questions the SGA Executive Board may have prior to voting on the request.

Club/Organization: _____

Lead Officer requesting funds: _____

Role within the Club/Org: President Vice-President Treasurer Secretary
 Senator Member Advisor

Home campus of the club/organization: Malone Saranac Lake Ticonderoga

Which budget are you requesting funds from? Club Allocations SGA Contingency Fund

Is this a collaborative event: Yes No Collaborating Club/Org/Dept: _____

REQUEST DETAILS

Event Title: _____

Event Date: _____ Amount Requested: _____

Rationale for Request: _____

	Funds Requested:
1. Contract with Performer/Speaker (fee, travel, lodging, meal):	\$ _____
2. Concessions/Catering/Food (estimate # of people):	\$ _____
3. Paper Products (plates, cups, napkins, flatware):	\$ _____
4. SGA Popcorn/Cotton Candy/Sno Cone Machines (\$25/ea) -Stocked	\$ _____
5. Decorations/Supplies (before you buy, what can you borrow?)	\$ _____
6. Film – Public Performance Rights (PPR)	\$ _____
7. Advertising (before you buy, what can you print on campus?)	\$ _____
8. Other Items: _____	\$ _____

Total Budget: _____

Officer Signature: _____ Date: _____

Faculty/Staff Signature: _____ Date: _____

OFFICIAL OFFICE USE ONLY

Date Received: _____

Received By: _____