



# FINANCE COMMITTEE REQUEST

RETURN THIS FORM AND TEN ADDITIONAL COPIES TO THE COMMUNITY ACTIVITIES OFFICE THREE WEEKS PRIOR TO YOUR CONFERENCE

**\*\*Your Club/Organization MUST have a Husky Fund account to receive funding through the Finance Committee.**

DATE SUBMITTED: \_\_\_\_\_

1. Name of Club/Organization \_\_\_\_\_

2. Name/ Telephone #/ E-mail of Advisor \_\_\_\_\_

3. Name/ Telephone #/ E-mail of Presenting Officer \_\_\_\_\_

4. Total Amount of This Request \_\_\_\_\_

5. Date and Place where Activity Will be held \_\_\_\_\_

6. How Many Undergraduate Students Will Attend \_\_\_\_\_

7. Briefly describe your organization and how this activity will fit into your goals and objectives.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Describe in detail the activity you are requesting funding for, and why your organization needs these funds.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Name and phone number of person providing report to CGA within 2 weeks along with the Community Activities Requisition with all PAID receipts for approved funding, if funding is approved.

\_\_\_\_\_

10. **FINANCIAL INFORMATION** - See reverse for guidelines on allowance expenses. Use additional paper if necessary.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Finance Meetings: Kehr Union, Room 410 Monday @ 3:30pm. You will receive confirmation through email.

Senate Meetings: Every other Monday – 4:30 PM, Kehr Union, Ballroom/Multi A.

**Plan to attend Finance Meeting for discussion and the following Senate meeting for final consideration of your request.**

FINANCE ACTION: (PASSED/DEFEATED) DATE: \_\_\_\_\_ AMOUNT RECOMMENDED \$ \_\_\_\_\_

SENATE ACTION: (PASSED/DEFEATED) DATE: \_\_\_\_\_ AMOUNT APPROVED \$ \_\_\_\_\_

## Guidelines

1. All organizations requesting financial support from CGA must submit their request to the Finance Committee **ONE** week prior to Finance Committee's meeting and at least **THREE** weeks prior to the event. This will allow ample time for the decision to be finalized by Student Senate and the University President.
2. Proposals to send one student to attend a conference, convention, or workshop should be based on the following: For one student, CGA will consider funding no more than 2/3 lodging, registration and transportation up to a maximum of \$500.00. For the group travel, CGA will consider funding only 1/3 of the expenses, with a maximum \$500.00 per person. See example below.
3. Operating funds for supplies, phone calls, stationary, etc. will **NOT** be provided to any organization. Any additional allocations for "budget items", (i.e., uniforms, etc.) will be provided by the Budget Committee only.
4. Consideration will be given for special, approved on campus events or speakers to receive 1/3 funding up to a maximum of \$1000.00. (an appointment must be made in advance to discuss the event/speaker with the CGA Treasurer)
4. No organization is allowed to utilize CGA funds for banquets or fund raising activities.
5. No funds will be provided for any academic or Commencement activities.
6. CGA cannot financially support students in court cases over housing disputes, etc. The campus lawyer should be utilized as much as possible.
7. When traveling by car, organizations should try to utilize CGA vehicles if at all possible.
8. If your request is approved, you must submit the appropriate paperwork with the Community Activities Office to receive reimbursement.
9. Should your organization be awarded funds, you must submit a written evaluation of the event/activity funded no later than 2 weeks after the event/activity. Failure to do this may have a negative impact on any future request.
10. During the course of an academic year (July 1-June 30) no one student may receive more than \$500.00 from the Finance Committee for any purpose. Allocations granted through different organizations but funding an individual's activities will count in that individual's totals for the year.
11. Only student organizations classified as "an open organization" by CGA are eligible for funding. Contact the Community Activities office for additional information.
12. Each member of the organization who will be attending the conference, activities, traveling, etc., must have their Community Activities fee paid to be reimbursed.

### EXAMPLE

- a) Monies may **not** be requested for meals, awards or food.
- b) For conferences, conventions and workshops - list transportation, lodging and registration only. Also, show where, when and how many attend.  
(Note: One member may be 2/3 funded by CGA up to a maximum of \$500.00. CGA will consider funding only 1/3 of the above expenses for group travel, up to a maximum of \$500.00 per person.)
- c) Example: One person to attend leadership conference.

Requests:	
Lodging	35.00
Registration	20.00
**Transp.	<u>87.50</u>
Total	142.50 (2/3 funding \$95.00)
** CGA Vehicles	.30 mile
Personal Vehicle	.35 mile

Funds for meals not allowed.