



SO FUNDING REQUEST PROPOSAL GUIDELINES

- Any one **chartered** Student Organization (SO's) may only request for assistance **ONCE PER SEMESTER** (*Fanuchånan/Fañomnåkan/Tinalo'*), subject to the availability of SGA funds. Proposals are to be submitted at least three weeks before the expected event/activity date. However, it is recommended that SO's submit their proposals as soon as possible because of the lengthy paperwork process.
- SO Funding Request Proposal (attached) must include the following:
 - Name of Student Organization
 - SO Account Number
 - Event Name, Date(s), and Location(s)
 - Amount of Request of Funds
 - Description of the event
 - Institutional Learning Outcome(s) (ILOs) event will meet:
 - Can be found at this link: <https://www.uog.edu/administration/academic-and-student-affairs/assessment-and-program-review.php>.
 - Detailed budget breakdown of the SO's contribution to the event.
 - Detailed budget breakdown of the use of the Student Government Association's funds.
 - Signature from the Student Life Office that signifies clearance from any outstanding requirements from SLO.
 - Signature from the Business Office of the Student Organization's accountant that signifies clearance from any outstanding event balances, payment dues, or any other requirements from the Business Office.
 - Contact information for the SO's:
 - Name
 - Position/Title
 - E-mail (must be a GoTritons email address)
 - Phone number
 - Signature from an officer of the requesting Student Organization and the date of submission
- Other required documents to attach to this request:

	Completed SO Activity Permit Request Form (from the Student Life Office)
	Latest account summary report showing latest SO account balance (from the Business Office)
	SO meeting minutes and attendance sheet approving activity and requests for money

THE STUDENT GOVERNMENT ASSOCIATION MAY COST-SHARE AN EVENT AS REQUESTED BY A STUDENT ORGANIZATION FOR UP TO \$500.00 OR FIFTY-PERCENT (50%) OF THE COST OF THE EVENT, WHICHEVER AMOUNT IS LESS.

(i.e., if the event costs \$1,200.00, the maximum amount of funding available is \$500.00; if the event costs \$750.00, the maximum amount of funding available is 50% of the event or \$375.00.)

- Upon the recommendation of the SGA Finance Committee through a simple-majority vote, the proposal shall be approved by the SGA Council at the next possible Regular Session or Special Session. A budget appropriation for the requested amount shall be approved through a bill, to be authored and introduced by a senator and shall require the vote of 2/3rds of the SGA

T: 671.735.2222 E: uog.sga@triton.uog.edu W: www.uog.edu/student-services/student-government/
Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96923

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Council. We highly-encourage SOs to utilize their representation in SGA sessions to present their funding request proposal to the SGA Council.

- If the proposal is approved, the SO shall be notified (via the contact information provided in the application) at the soonest possible time after the bill's passage at an SGA regular/special session.
- A memorandum to transfer funds from SGA to the requesting SO shall be prepared and submitted to the Student Life Office for concurrence with the SLO Coordinator and the Dean of Enrollment Management and Student Success, before being transmitted to the Business Office for processing.
- Please note the following:
 - All funds received from the SGA to support the event shall be expended, in accordance with what is stated in this funding proposal.
 - Failure to expend funds as declared above is a violation of this funding proposal and shall require the immediate returning of the funds to the SGA.
 - The SO takes full-responsibility for any misuse of funds granted by the SGA, and the SO alone shall be held liable for any misuse of such funds.

Approved by: *Sixty-First Student Government Association Finance Committee*

Treasurer
Austin Gaizmer Fortuno
Chairperson

President
Kyona Rivera
Co-Chairperson

Vice President
Christian Gyles Ramos
Member

Senator
Bethany Betito
Member

Senator
Jacquelyn Cabusi
Member

Senator
Thuy Nguyen
Member

Senator
Hanna Ocampo
Member

Attested by:
Dr. James Ji, Advisor



SO FUNDING REQUEST PROPOSAL – APPLICATION FORM

DIRECTIONS: Fill-up this application form using a black or blue ink pen or type and submit to the Student Government Association (SGA) Office at the Student Center OR via email at uog.sga@triton.uog.edu .	
Student Organization:	Account Number: ***Please attach latest account summary report***
Event Name: (Date/Location)	
Amount of Requested Funds:	
----- FOR SGA OFFICE USE ONLY -----	
FOR TREASURER: Received on: _____ Treasurer: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Finance Committee: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Committee Vote: _____ / _____ / _____ (Yays/Nays/Abstentions)	FOR SECRETARY: Received on: _____ Bill No. Assigned: _____ --- Bill Author: _____ Session Introduced: _____ Council Vote: _____ / _____ / _____ (Yays/Nays/Abstentions)
Funding Amount APPROVED:	\$ _____ . _____

Student Life Office Clearance (Signature – Mr. Evander DeGuzman)	Business Office Clearance (Signature – Mrs. Rosalia Abonales)
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Provide a DESCRIPTION and the PURPOSE of the event:

Which INSTITUTIONAL LEARNING OUTCOME(S) will your event meet? Explain.



UNIVERSITY OF GUAM

UNIBETSEDÁT GUAHAN



61ST STUDENT GOVERNMENT ASSOCIATION

Enrollment Management and Student Success

Provide a budget breakdown to indicate how the Student Organization's funds will be used.

Good(s)/Service(s)	Amount
	\$
	\$
	\$
	\$
	\$
TOTAL:	\$

Provide a budget breakdown to indicate how the Student Government Association's funds will be used.

Good(s)/Service(s):	Amount:
	\$
	\$
	\$
	\$
	\$
TOTAL:	\$

SO Contact Information: **Name:** _____

Position: _____

Email: _____

Phone: _____

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE FOLLOWING STATEMENTS. (1) All funds received from the SGA to support the event shall be expended, in accordance with what is stated in this funding proposal. (2) Failure to expend funds as declared above is a violation of this funding proposal and shall require the immediate returning of the funds to the SGA. (3) The SO takes full-responsibility for any misuse of funds granted by the SGA, and the SO alone shall be held liable for any misuse of such funds.

Print Name and Sign:
(Must be an officer of the Student Organization)

Date submitted:

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