



STUDENT ORGANIZATION SEED MONEY REQUEST DIRECTIONS AND GUIDELINES

- Student Organization Money Request (attached) must include the following:
 - Name of Student Organization
 - Student Organization Account Number
 - Student Organization Purpose
 - List of planned fundraising events or activities
 - Must list the type of fundraising activity, date(s), time(s), and location(s).
 - 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(s) and the date of submission
- Other required documents to attach to this request:
 - Approved SO Application for Recognition Packet
 - Latest Account Summary Report showing establishment of the SO account with the Business Office or written notification from Student Life Office Coordinator of the SO account information
- Other required documents to attach to this request:

	Approved SO Application for Recognition Packet
	Latest account summary report showing establishment of the SO account with the UOG Business Office or written notification from Student Life Office Coordinator of the SO account information
	Student Organization Constitution and/or By-laws

NEWLY CHARTERED STUDENT ORGANIZATIONS MAY RECEIVE UP TO THREE HUNDRED DOLLARS (\$300.00) AS SEED MONEY FROM THE STUDENT GOVERNMENT ASSOCIATION. THIS MONEY SHALL ASSIST IN STARTING UP THE STUDENT ORGANIZATION AND FUNDRAISING EFFORTS FOR FUTURE EVENTS/ACTIVITIES.

- Upon the recommendation of the SGA Finance Committee through a simple-majority vote, the request 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 and require the vote of 2/3rds of the SGA Council.
- If your request is approved, the student organization shall be notified (via the contact information provided in the application) at the soonest possible time after the 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 EMSS, before being transmitted to the Business Office for processing.

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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UNIVERSITY OF GUAM

63RD STUDENT GOVERNMENT ASSOCIATION

UNIBETSEDÁT GUAHAN

Enrollment Management and Student Success

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



 Treasurer
Thuy Nguyen
 Chairperson

Members:

Keana Ardiente
Vice President

Kennysha Sablan
Senator

Tai-ana Salas
Senator

Ashley Topasna
Senator

I HAVE READ, ACKNOWLEDGED, AND AGREE TO THE STUDENT ORGANIZATION SEED MONEY REQUEST DIRECTIONS AND GUIDELINES.

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

Date signed:

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63RD STUDENT GOVERNMENT ASSOCIATION

UNIBETSEDÁT GUAHAN

Enrollment Management and Student Success

STUDENT ORGANIZATION SEED MONEY REQUEST APPLICATION FORM

DIRECTIONS: Please 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 School of Education, Room 117 OR via email at uog.sga@triton.uog.edu.

NOTE: If you have any questions or concerns OR need assistance in filling-up this form, you may contact SGA Finance Committee via email: uog.sga@triton.uog.edu. Be sure to note **ATTN: SGA Finance Committee** in the subject line. Thank you!

Requesting Student Organization Name:		Account Number: ***Please attach latest account summary report***
Student Organization Purpose:		

----- FOR SGA OFFICE USE ONLY -----

<p style="text-align: center;">FOR TREASURER:</p> <p>Received on: _____</p> <p>Treasurer: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Finance Committee: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Committee Vote: _____ / _____ / _____ (Yays/Nays/Abstentions)</p>	<p style="text-align: center;">FOR SECRETARY:</p> <p>Received on: _____</p> <p>Council Vote: _____ / _____ / _____ (Yays/Nays/Abstentions)</p>
FUNDING AMOUNT APPROVED:	\$ _____

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 SO shall be expended, in accordance with what is stated in this seed money request. (2) Failure to expend funds as declared above is a violation of this seed money request 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. (4) SGA reserved the rights to approve the amount to the requesting SO according to their plan and activities.

Print Name and Sign: _____ **Date submitted:** _____

(Must be an officer of the Student Organization)

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LIST OF PLANNED FUNDRAISING EVENTS/ACTIVITIES

DIRECTIONS: Please list down your student organizations **PLANNED FUNDRAISING EVENTS/ACTIVITIES** for the whole academic year. Student Organizations who do not justify the use of seed money to support fundraising efforts may risk being denied or of their seed money request.

Planned Fundraising Events/Activities:

List the type of activity, date(s), time(s), and location(s).

Type of Activity: _____

Date(s): _____

Time(s): _____

Location(s): _____

Type of Activity: _____

Date(s): _____

Time(s): _____

Location(s): _____

Type of Activity: _____

Date(s): _____

Time(s): _____

Location(s): _____

Type of Activity: _____

Date(s): _____

Time(s): _____

Location(s): _____

Type of Activity: _____

Date(s): _____

Time(s): _____

Location(s): _____

Type of Activity: _____

Date(s): _____

Time(s): _____

Location(s): _____