



**Student Association Non-Funded Request Form (Acct 1002)**

**Section A:** A group or individual (student, faculty, staff, administrator) that is not funded by the Student Association may wish to request funding for a specific event or program from the Student Association. A non-funded request should be for an event that is open to or benefits the entire student body under the discretion of Executive Committee. The event must be on campus.

Program Name: \_\_\_\_\_ Date of Request \_\_\_\_\_ E-mail: \_\_\_\_\_

Presenter\*: \_\_\_\_\_ Phone #: \_\_\_\_\_

\* the person who will be at the two Student Association meetings explaining this request

**Please contact the Student Association Director of Business Affairs or the Director of Student Association Programs, Personnel, and Finances with any questions concerning your request.**

**What are the steps I must take in requesting funds?**

1. Please refer to SA financial policy, Section 13, for detailed procedures regarding SA Non-funded requests.
2. Attach a detailed typed rationale as to why your organization requires additional funding.
3. Submit a detailed budget for the request, including all expenses, price quotes from appropriate vendors, and sources of other funding. Please include the total expenses for the program, even if you are only requesting that Student Association fund a specific portion.
4. All requests are due by 4:00pm on Thursday in the Student Association office, CU 316, in order to appear on the following week's agenda.

Total Cost of Program: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

What will the funds be used for? \_\_\_\_\_

**\*\*OR\*\***

**SECTION B:** Organizations not receiving a budget from SA can request funds up to \$100 in total, twice a year from the Non-Funded Drawing Fund. These funds cannot be used for travel.

Program Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_ E-mail: \_\_\_\_\_

Presenter\*: \_\_\_\_\_ Phone #: \_\_\_\_\_

\* the person who will be at the two Student Association meetings explaining this request

- Please refer to the 4 steps above to receive funding.

Total Cost of Program: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

What will the funds be used for? \_\_\_\_\_