

Kelson Burke

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Student Government Association

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**Finance Proposal Forms**

Club Requesting Funds:

Today’s Date:

Student Contact:

Student Contact’s Phone Number and Email:

Has the club submitted completed hazing forms with the Office of Student Affairs? Yes No

Has the club submitted a Club Information form? Yes No

Name of the event the club is requesting funds for:

Date of Event (if applicable):

Description of event (please attach any necessary paperwork):

Outline the funds requested (please be clear and give specific items and costs):

Outline the calculations for the funds requested:

Has the club done any fundraising? What is the current Fundraising Balance?

Total Funds Requested: $

**Finance Office Use**

Date of Expected Review:

Total Finance Allocation:

Vote Total:

Date:

Signature:

**Per SGA bylaws items you *can* request funds for.**

50% of Transportation (Must be by van or bus)

50% of Hotel (Include Hotel tax)

100% of Registration

100% of Tolls and Parking

100% of Honorary Speaker fees

50% of Refreshments (on Campus only)

**Items you *cannot* request funds for:**

No entertainment

No t-shirts

No novelty items

No FOOD (for off-campus meals)

No Prizes

**The WSU student travel policy requires a chaperone accompany students on any overnight stay. All chaperone expenses are covered by SGA.**