

UNCP STUDENT GOVERNMENT ASSOCIATION

Funding Request Packet Forms and Procedures for 2010-11



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Purpose

The objective of funding by the University of North Carolina at Pembroke Student Government Association is to promote, support, and encourage meaningful events and activities for the student body. SGA will comply with all federal and state laws, as well as any university policies and guidelines that apply.

Funding Criteria

1. All organizations requesting funding must be registered and officially recognized by the SGA, and must have a valid OrgSync account.
2. An organization may request a maximum of 500 dollars during a fiscal year.
3. An organization which holds an annual event may request for funding which is renewed each year. (Simply circle that you are applying for recurring event funding in your organization funding application form)
4. All funding requested must be used for the enrichment of UNCP students.
5. Any project or event funded by the SGA must have the Student Government name and logo distinctly visible on all media associated with that project or event. If your organization is unable to use the logo it may be replaced with the text, "Funded by the UNCP Student Government Association.", or if partially funded "Funded in part by the UNCP Student Government Association."
6. Travel, lodging, and meal funding requests may be restricted from the requested funding amount due to government and university policies and legislation.

Funding may **NOT** be used for the following:

- a. **Individual Gain.** This includes any expenditure that result in the tangible gain of any member of the organization.
- b. **Events Involving Alcohol.** SGA will not fund any event involving the consumption of alcohol.
- c. **Political Functions.** This includes lobbying, electioneering, and any form of recruitment or activity to promote a political party or individual. (*NOTE: The University of North Carolina at Pembroke Student Government encourages the promotion of the free exchange of ideas and diversity of opinion necessary to a complete education.*)
 - i. SGA defines "electioneering" as: A campaign activity such as the holding of a rally, printing of a poster, flyer, brochure or other advertisement, sponsorship of a fundraiser, which is designed to further or hinder the candidacy of an individual or individuals for elected office.



- ii. SGA defines “lobbying” as: An effort to persuade any government official to take a certain position on an issue through direct communication with that entity.
 - 1. Efforts to persuade officials who affect the University of North Carolina University System will not be considered to be lobbying so long as it is expressing the interest of the Student Body at large, which is to be determined by the Student Senate of the University of North Carolina at Pembroke Student Government Association.
- d. **Religious Functions.** This includes any spiritual or religious exercise which either directly or indirectly promotes a specific religion.
- e. **Prior Events.** This includes any project, activity, or event that took place without the expressed approval of funding by the SGA.
- f. **Fundraising and Charitable Events.** The SGA will not appropriate funds for fundraising or charitable activities of another organization either directly or indirectly.
- g. **Intramural or Athletic Team Equipment.** This includes any and all forms of supplies, equipment, and uniforms.

SGA Application Process

Requirements of Applicants are Underlined

Failure of an organization to fulfill any of these requirements in their application process may result in the termination of their funding application. In the case that the Treasurer is not capable of fulfilling his or her duties in the application process it is the responsibility of the SGA Executive Board.

- A. All organizations requesting funding must fill out the SGA Funding Application form which is included in this document. The completed form must be both legible and accurate, and all requested information must be filled out as applicable.
- B. The SGA Funding Application form must be submitted to the SGA Treasurer meeting the above conditions at least 4 weeks prior to the event.
- C. Once the application is submitted the SGA Treasurer approves the accuracy and completion of the Funding Application.
- D. After the form is approved it is submitted by the SGA Treasurer for review by the Student Government Association’s Government Operations Committee.



- E. Government Operations then reviews the application with the purpose of advising the Student Senate its recommendations for either the approval or rejection of funding for the event.
- F. Once Government Operations has evaluated the application the funding request is presented to the Student Senate. A designated member of Government Operations will present the recommendation of the Committee to the Student Senate during the meeting it is formally presented. The Student Senate has the sole power in either accepting or rejecting the organizations request for funding.
- G. An officer of the organization requesting funding must present their funding request to the Student Senate. If no officers are available at the date of their presentation a proxy may be used in the officer's place, provided written approval of their use as a proxy is shown. Presentations must include; the date and time of the event, the purpose of the event, the total amount of funding requested what the requested funds will be used for, and any other relevant information. (NOTE: The dates and times of the Student Senate will be provided on request)
- H. After the event takes place, the organization must submit an itemized receipt to SGA of all items purchased with funds appropriated by the Student Senate. These receipts must be provided no later than two weeks after the event. Failure to provide these receipts may result in a 1-year suspension of funding from the SGA.

Annual Event Funding

Requirements of Applicants are Underlined

For your first application for Annual Event Funding you must complete all of the steps in the above SGA Application Process. In your Funding Application remember to mark Request for Recurring Annual Event Funding. When an event is approved for Annual Event Funding it is automatically added as part of the SGA Organizational Funding Budget for each year. Failure to comply with all requirements in the application process may result in the removal of Annual Event Funding for that organization in this budget.

- A. An organization which was granted funding through the SGA Application Process which asked for Recurring Annual Event Funding must have satisfied all steps in their previous application, which includes the submission of receipts for all purchases made with SGA Funding.



- B. An Annual Event Funding Renewal Form which is provided in this document must be filled out and completed each year for recurring funding. Completed renewal forms are to be turned in to the SGA Treasurer by no later than 3 Student Senate Meetings into the fall semester.
- C. After the Annual Event Funding Renewal Form is approved by the SGA Treasurer it is sent directly to the Student Senate for a vote.
- D. An officer of the organization requesting Annual Event Funding has the option to present their renewal request to the Student Senate. *(NOTE: The dates and times of the Student Senate will be provided on request)*
- E. After the event takes place, the organization must submit an itemized receipt to SGA of all items purchased with funds appropriated by the Student Senate. These receipts must be provided no later than two weeks after the event. Failure to provide these receipts may result in a 1-year suspension of funding from the SGA.

Organization Funding Application Form

Title of Request:

Amount Requested: \$

Date of Request:

Organization Contact Information

Organization Name:	
Name of Contact Representative:	
Mailing Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	

Faculty Advisor Information

Name:	
Campus Phone::	
Email:	
Office Location:	
Campus Box:	

Annual Event Funding Renewal Form

Title of Original Event Request:

Date of Original Event Request:

Amount Requested: \$

Organization Contact Information

Organization Name:	
Name of Contact Representative:	
Mailing Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	

Faculty Advisor Information

Name:	
Campus Phone::	
Email:	
Office Location:	
Campus Box:	

Annual Event Funding Renewal Form

Statement of Completion

I, the undersigned organization, President, Treasurer, and Advisor,

Have read and understand the SGA Funding Packet, and have accurately and fully completed/reviewed all documentation asked for in the Annual Event Funding Renewal Form. I understand that the entire organization will be held accountable for this application even in the absence of the signing members.

Further, I understand that if this application is found not to be complete or accurate, it may result in the rejection of funding for the proposed event.

Printed Organization Name:

Printed Name of President

President Signature

Date

Printed Name of Treasurer

Treasurer Signature

Date

Printed Name of Advisor

Advisor Signature

Date

Note: Recurring funding is for events held annually only. By being accepted for recurring funding your organization will be funded each year for the event being held, so long as you complete the Annual Event Funding Application Form within the first 3 Student Government Association Meetings as stated in the UNCP Funding Packet and that all other conditions as described by the funding packet are met. For the first year of funding requirements are the same as one time event funding.

Submit 3 copied packets of the Annual Event Funding Renewal Form to the Office of Student Involvement and Leadership. All of these copies should be bound with a staple or paperclip and hole punched for a 3 ring binder