



## Student Organization Event Funding Request Form

### Funding Criteria:

1. Requests must be submitted Tuesday's by 5 pm (sga.hbu@gmail.com) in order to be discussed at the weekly SGA Meetings, which happen Thursday evenings.
2. The event must be open or available to the entire student body.
3. The event must be on campus.
4. The event must align with HBU values and policies.
5. The max amount request per event is \$100.
6. A student organization is limited to one request per semester.
7. SGA must be represented at the event or recognized in the advertisement for the event. (i.e. included on the poster, t-shirt, or allowed to set up a display at the event)
8. Receipts must be submitted 3 days after the event to receive compensation.
9. Any amount spent over the approved amount will be the responsibility of the organization.

**Organization:** \_\_\_\_\_

**Name and position of the organization representative making the request:** \_\_\_\_\_

**HBU Email Address:** \_\_\_\_\_

**Amount being requested: \$** \_\_\_\_\_ **Date of the Event:** \_\_\_\_\_

**Please provide a short description of the event:**

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**Please indicate the use of the funds being request in relation to the event:**

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**Please describe how SGA will be recognized for their contribution at the event or advertisement:**

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Signature of Organization Representative:

Date:

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**Approved**

**Denied**

Signature of SGA President:

Date:

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Signature of SGA Director of Finance:

Date:

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