

# Club Fund Request Contract

**2013 Procedures: Club Fund Requests can be accessed and used by recognized clubs/organizations of Brescia University whenever the clubs/organizations need to plan for an event (For Example: If Alpha Chi is having two events in the fall, they can fill out two separate club fund request for each individual event.)**

**All documents must be submitted two weeks before clubs/organizations plan on having an event. Club funding will be voted on by the Executive Board within a week of receiving all documents.**

**Deadline: No events will be held after April 18, 2014 and all receipts must be turned in by April 29, 2014 to SGA Treasurer.**

The Brescia University Student Government Association will consider recognized organizations requests for funding, provided the following conditions are met:

1. The organization is recognized according to the procedures and policies of the Student Government Association and has submitted all information as outlined on the first page of the SGA bylaws.
2. The requesting organization must submit a financial Statement to the SGA Treasurer, with the advisor's signature, outlining the organization's financial status.
3. Clubs/organizations may check out University credit card from the bookkeeper's office after their fund request has been approved by SGA. If there are any discrepancies with the University credit card, please contact SGA Treasurer, Grant Collins at [Taylor.Collins@bresica.edu](mailto:Taylor.Collins@bresica.edu).
4. All receipts must be itemized, and must be given to the SGA treasurer ***within one week of the event for which the funds were allocated***. Any unused funds will be transferred back into the SGA account.
5. Requesting organizations must submit a **detailed report** (about a page) explaining what the requested funds are to be used for and how the money will benefit the organization and if applicable, the student body. A short presentation to the executive board may be requested in order to clarify details of the purpose of the request.
6. An amount of money will be set aside for unexpected funding requests unforeseen before the original fund deadline. This funding will also be used to assist clubs that receive SGA recognition after the original fund request deadline.
7. SGA will consider the following as forms of funding but are not guaranteed to be granted:
  - Clothing
  - Food
  - Registration fees for conferences
  - Campus-wide events open to everyone
  - Retreats
  - Supplies necessary for the function of the organization

I have read this contract and I agree to and understand the terms and conditions.

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(Printed Chief Financial Officer Name)

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(CFO Signature)

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(Date)

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(CFO E-mail and Phone number)

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(Printed Advisor Name)

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(Advisor Signature)

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(Date)

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(Advisor E-mail and Phone Number)