

SGA Discretionary Fund Request Policy:

Director of Finance Travis Gray

SGA has discretionary funds to be used to enhance the overall APU experience for all undergraduate students. In order to receive funds, please follow the outlined process to request funds from SGA.

(1) Qualifications: If ‘the fund requesting individual’ (hereafter, ‘you’), have an event, program, or another kind of venture that you believe would benefit the student body (ASB), you should be seeking funding.

NOTE: SGA reserves the right to revoke the consideration of any requests for funds that do not meet/follow the qualifications listed below, or are otherwise deemed inappropriate.

Eligibility for Funds:

- Must be open to the undergraduate student body (ASB), and helps further/accomplish SGA’s purpose, mission, and vision for the year.
- Evidence that funds are still required to complete the event (Exact dollar value).

(2) Fill out the Google Form: Complete the google form that is sent to you after your request is preliminarily evaluated. Here is the link to the form: [SGA Discretionary Fund Request Form](#)

(3) Schedule a date to present in an SGA business meeting: After submitting the google form, the SGA Director of Finance will contact you regarding your request. The SGA Director of Finance will review your request with members of the SGA Finance Committee. The SGA Director of Finance will also schedule the date for you to present at an SGA Business Meeting. If you can’t make the designated business meeting time, then you can send a representative from your organization to share the information in your absence.

(4) SGA Business Meeting Presentation*

SGA will only consider requests that are formally made at an SGA business meeting. SGA business meetings begin every Wednesday at 4:30 PM and are usually held in the President’s Dining Room (PDR) by the Trolley Stop (we will communicate to you if the location changes). At the SGA Business Meeting, you shall present your request for funding. Come with accurate budget numbers and an accurate amount needed.

(5) Deliberation: After the request is made, SGA officers and representatives will consider the proposal and may ask clarifying questions to gain a better understanding of the request. SGA will

vote on the request. After the decision has been made, the SGA Director of Finance will follow up with you.

NOTE: If SGA chooses to help fund the project, they may either approve the original request or approve a modified amount.

(6) Financial Report: Once the event is completed, you will need to submit a financial report to the SGA Director of Finance. This report should include receipts, totals, and any other information that will help SGA itemize where money was spent. This report can be either a word document or in spreadsheet format.

Here is the link to the Form: [SGA Financial Report Form](#)

NOTE: The SGA Director of Finance will ask the requestor what their Fund, Account, and Project Code numbers are. The requestor MUST provide the SGA Director of Finance these numbers in order to receive the transfer after the event.

(7) Transferring Funds

After hosting your event, we will transfer actual funds used. If the organization does not use the entire amount requested, then SGA will retain unused funds. The purpose of this is to be able to distribute SGA funds to as many clubs and organizations as possible. This will prevent advisors from having to transfer funds multiple times between department accounts. If the requester needs to have funds before the event, the SGA financial committee will decide if funds should be made available prior to the event on a case-by-case basis.

(8) Celebrate: We appreciate your partnership, and we are grateful for your contributions to our campus community!