

How to Receive Funds from Student Government

We can help fund these requests!

- ▶ Special Events
- ▶ Event Food & Decorations
- ▶ Dances
- ▶ Lecture & Movie Series
- ▶ Uniforms
- ▶ Performances
- ▶ Guest Speakers
- ▶ Conference Hosting
- ▶ And other ideas that we have not thought of....

Budget Requirements

- ▶ A budget request must come from a University Department or a Student Group/Organization that is registered with the Office of Student Involvement & Leadership at the time of the request AND at the time of the proposed event(s).
- ▶ Must have a completed Budget Proposal turned in by the deadline that is posted on the UNO website.
- ▶ This must be done electronically by emailing to SGA Vice President sgavp@uno.edu, LaJana Paige, lpaige@uno.edu, and Joy Ballard, jnballa1@uno.edu.

Budget Proposal Rules

- ▶ Submission of this form does not mean acceptance by the Budget Committee.
- ▶ All decisions of the committee will be disclosed at the beginning of the Fall Semester.
- ▶ One request per organization per fiscal year. The proposal must include all planned events in which Student Government funding is necessary. For any additional events, requests must be made in bill format to the Student Government Senate.
- ▶ All events must be held on The University of New Orleans campus.
- ▶ Must include a 1-2 page typed double-spaced summary of the event(s) that funds are being requested for.
- ▶ Must include a detailed budget for the event(s), including expenditures, and any revenue generated by the event. Must be in a Spreadsheet.
- ▶ If requesting funds for an annual event, please include actual documentation from the previous event including all invoices and receipts as well as income from the event.
- ▶ All organizations must disclose all monies received from any other sources that are funding the event for which funds are being requested.
- ▶ A written report is required to be given to the SGA Vice President within 30 days immediately following the event that is funded by SGA. Failure to report will make an organization ineligible to receive any SG funding for the following year.
- ▶ Funds can not be used for things on the “Thou Shall Not Ask List” on the following page!

Thou Shall Not Ask List*

- ▶ Alcohol, cigarettes or any controlled substance
- ▶ Dues
- ▶ Travel expenses (apply for Student Academic Travel)
- ▶ Plaques or trophies □ Any type of giveaway or prizes
- ▶ Organization T-shirts
- ▶ Any services being provided by UNO
- ▶ **We definitely CANNOT and WILL NOT fund these things! No Exceptions!**

Steps to a Successful Budget:

Step 1: Fill out the Form

- ▶ Be sure to have your advisor sign it and give proper contact information
- ▶ Be sure to have your organization's President and Treasurer sign the budget request
- ▶ If information should change it needs to be updated immediately. This includes:
 - ▶ Change of Officers
 - ▶ Change of Advisor
 - ▶ Change of primary email address/phone numbers

Step 2: Write a Summary

- ▶ A 1 to 2 page summary of your proposed event is required!
- ▶ Include any pertinent information such as:
 - ▶ Has this event been funded by SGA before?
 - ▶ Where on-campus will this event be?
 - ▶ What is the estimated attendance?
 - ▶ Is the event open to the entire UNO community?
 - ▶ Is there an admission fee being charged?
 - ▶ Who is catering or providing services?

Step 2: Prepare a Detailed Budget of the Event

Item/Provider	Details	Number of Items	Cost per Item	Total Amount
Room Rental	Alumni Center Ballroom	3 hours	\$100 per Hour	\$300
Food/Aramark	Chicken Tenders	400	\$.25 per piece	\$100
Food/Aramark	Soft Drinks	200	\$1.50 per Can	\$300
Party Supplies	Balloons	51	\$.50	\$25.50
Advertisement/ Driftwood	¼ Page Advertisement	1	\$250 per ¼ page	\$250
Entertainment	DJ	3 hours	\$100 per Hour	\$300
			TOTAL (rounded to nearest dollar)	\$1276

Step 4: Prepare a List of Other Funding Sources

Funding Source	Type of Funds	Use of Funds	Amount of Funds
Best Buy	Donation	Entertainment	\$200
My Organization	Organization Funds	Room Reservation	\$100
College of Sciences	Department Funds	Food	\$250
Dr. John Smith	Donation	Party Supplies	\$20
		TOTAL:	\$570

Step 5: Do the Math!

Total Cost of the Event	\$1276
Total of Other Funding	\$570
Amount Requested From SGA:	\$706

Step 6: Dot the I's and Cross the T's

- ▶ Fill out the Form
- ▶ Provide the Summary
- ▶ Provide a Detailed Budget (this includes all 3 tables)

Step 7: Turn in Packet

Email Form, Summary, Detailed Budget, and all other information in electronic format to all the appropriate emails by the deadline on the SGA website.

Sga.uno.edu