



## Student Government Association

2500 North River Road, Manchester, NH 03106-1045

P: 603.629.4631 | F: 603.629.4634 | [sga@snhu.edu](mailto:sga@snhu.edu)

### Additional Allocation Request Form

Today's Date: \_\_\_\_\_

Club Name: \_\_\_\_\_

Club Email: \_\_\_\_\_ Requestor Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

#### Presentation Requirements:

- |   |  |
|---|--|
| <input type="checkbox"/> Copy of club mission statement   | <input type="checkbox"/> Budget deficit and amount requested   |
| <input type="checkbox"/> Current year budget expenditures<br>(include all past and future expenses<br>of the academic year) | <input type="checkbox"/> Prepare a multimedia presentation<br>(Prezi, PPT) to support the request for<br>funds |
| <input type="checkbox"/> Explanation of proposed event(s)   | <input type="checkbox"/> Supporting handout materials  |
| <input type="checkbox"/> Itemized expenses  | <input type="checkbox"/> Presenters should dress professionally  |

Advisor Approval: \_\_\_\_\_

Date: \_\_\_\_\_

*During the fall semester, due to COVID-19 club budgets were slightly modified. Clubs received 20% of their normal budget. Clubs can request a 5% additional allocation if they have spent all of their funds that were provided. SGA reserves the right to see what the funds were spent on before approving a 5% increase.*

#### Additional Allocations Fund (from the SGA Budget & Finance Policies and Procedures)

- The B&FC distributes funds to clubs and organizations throughout the year as long as funding is available.
- Additional allocations will be based on the following guidelines:

Fall 2020	Budget Percent Increase
All budgets	5%

- Clubs and organizations must submit an Additional Allocation Request Form to the SGA Vice President of Finance.
- The SGA Vice President of Finance will notify the club of the Budget and Finance Committee meeting to attend and present their request.
- The club must meet with the Business Analyst prior to the meeting to review their budget.
- Presentations will be judged based on fit with club mission and supporting documentation.
  - Club Spending must match club mission and vision statement.
  - Must show the growth/decline in club size in the past two years.
  - Past and future events that are held.
- Any allocations approved by the B&FC will be brought to the SGA Senate for ratification. The SGA Vice President of Finance will notify the club via email within three (3) days of the final decision.
- Upon approval by the SGA Senate, funds are immediately available for use.
- Should a club be denied funding, the club is still eligible to re-request funds by following the steps above.