Trinidad State College (TSC) Student Government Association (SGA) Matching Funds Request

Matching Funds Request

Term_____

Name of Club:_____

Submitted By:_____

Transfer Money to Club: _____Yes _____No

Detailed revenue/expense report attached: _____Yes _____No

SGA Bill Attached: _____Yes _____No

Bill # SGA: _____

Club President Signature / Date:_____

Club Advisor Signature / Date:_____

SGA President Signature / Date:_____

SGA Advisor Signature / Date: _____

_____

Account Fund: _____Org_____Acct_____Prog 5000

Trinidad State College (TSC) Student Government Association (SGA) Matching Funds Request

Article V-Finances- SGA Bylaws

Section 5: SGA Recognized Club funding points and matching system

A. Each recognized club shall have access to a start-up fund of $100 once per academic year at the time of recognition, provided funds are available. The purpose of these monies is to allow students a fund to begin fundraising, and exploring ways to become a sustainable organization.

B. Start-up funds are not automatically awarded to clubs. To access start-up fund clubs must complete appropriate SGA paperwork as stated in SGA Bylaws Article V- Section 4 Item B. This intended process to ensure clubs are using funding that aligns with their club's goals and m1ss10n.

C. Matching System and Spending

- Any club expenses shall be approved by SGA prior to expenses to ensure expenses by submitting an formal Bill to ensure funds are directly related to the club's constitution
- All monies for the Fall or Spring semesters that are not requested by outlined dates within the SGA Bylaws will reminded allocated to the general SGA budget per academic semester.
- Requests for SGA club spending (Fundraising Request and Matching Funds) as well as Club Recognition paperwork must be submitted by the first meeting in November for the Fall Semester and the first meeting in April for the Spring Semester
- A request or letter of intent may be submitted prior to the last week October or March to insure the club has access to remaining funds for the fall and spring semester.
- Club may petition to fundraise during the summer with spring money by the April deadline, however any money raised will go towards the clubs Fall budget.
- In addition to the $100 start-up funds, SGA recognized clubs may request an additional funding with maximum ofup to $500 per semester based on meeting guidelines outline in the Bylaws and Constitution.
- SGA will not have approved any funding for any club over $500.00 any semester unless special circumstances apply which will be discussed and approved by 2/3 vote of SGA.
- Clubs must summit a completed an SGA Bill outlining the purpose of the needed expenses, a Matching Funds Request Sheet that includes a detailed record of revenue and expenses, and submit at least two weeks prior two spending, to receive matching funds.
- In order for SGA to approve the requested funding of $500.00 or less, the student club must raise at least 60% of what they are asking funds for and SGA will match the remaining 40% of the cost.
    - *Example XYZ club needs $100 total - Club must raise $60.00 show documentation that this money has been raised using a Matching Funds Request Sheet and outlining the purpose of the expenses in a SGA Bill and submit at least two weeks prior two spending.*