

# General SGA RFP (All information MUST be PRINTED and LEGIBLE.)

*It is recommended that you discuss the event or planning procedures with an SGA Budget Committee member or the Office of Student Life prior to submitting this paperwork.*

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

Has your organization been in existence for more than a year? YES -or- NO.

If NO, how long has it been a recognized student organization? \_\_\_\_\_

Individual Responsible for Planning Event: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Title of Event/Activity: \_\_\_\_\_

Date, Time and Location of Event/Activity: \_\_\_\_\_

Make sure you complete all 6 steps as the SGA Budget Committee will not be able to render a decision without a complete proposal.

## 1 Attach:

- a cover letter that explains function in general terms; and
- a separate financial statement (signed by the organization treasurer, other officer, or advisor) indicating the organization's total financial holdings and how those funds have been or will be allocated.

## 2 Additional Sources of Funding:

Organization Contribution (must be a minimum of \$50.) \$ \_\_\_\_\_

Other Sources : \_\_\_\_\_ \$ \_\_\_\_\_

## 3

signatures

*"This proposal was voted upon and passed in accordance with the bylaws of our organization."*

President of SO: \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_

## 4

Expenses: (Please see reverse side for detailed proposal guide.)

### PLEASE NOTE:

If approved, original detailed receipts will be required for reimbursement. Complete a "Request for Reimbursement" and bring all materials to the Office of Student Life, JSC Suite 2.110.

request for funding proposal (RFP)

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Expenses:

Use an additional sheet of paper if you have more detailed information than will fit in this space.

Food: (Request plates, napkins and utensils come with food if possible.)

Vendor \_\_\_\_\_  
 Menu \_\_\_\_\_  
 \_\_\_\_\_  
 Price per plate \_\_\_\_\_ @ \_\_\_\_\_ plates = \_\_\_\_\_  
 Delivery charge \_\_\_\_\_  
 Food Subtotal: \_\_\_\_\_

Beverages:

Vendor \_\_\_\_\_  
 Item(s) \_\_\_\_\_  
 Vendor \_\_\_\_\_  
 Item(s) \_\_\_\_\_  
 Vendor \_\_\_\_\_  
 Item(s) \_\_\_\_\_  
 Beverages Subtotal: \_\_\_\_\_

Materials: (decorations, publicity supplies, etc.)

Vendor \_\_\_\_\_  
 Item(s) \_\_\_\_\_  
 Vendor \_\_\_\_\_  
 Item(s) \_\_\_\_\_  
 Vendor \_\_\_\_\_  
 Item(s) \_\_\_\_\_  
 Materials Subtotal: \_\_\_\_\_

Entertainment:

Vendor \_\_\_\_\_  
 Item(s) \_\_\_\_\_  
 Vendor \_\_\_\_\_  
 Item(s) \_\_\_\_\_  
 Entertainment Subtotal: \_\_\_\_\_

Other: (event specific items)

Vendor \_\_\_\_\_  
 Item(s) \_\_\_\_\_  
 Vendor \_\_\_\_\_  
 Item(s) \_\_\_\_\_  
 Vendor \_\_\_\_\_  
 Item(s) \_\_\_\_\_  
 Other Subtotal: \_\_\_\_\_

TOTAL REQUESTED: \_\_\_\_\_

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File Proposal:

Turn proposal in to the Office of Student Life before 5pm on Friday.

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Present Proposal:

A knowledgeable representative MUST be present at the hearing. The SGA Budget Committee will hear your proposal the following Monday at noon in JSC 2.124.

SGA Budget Chair: \_\_\_\_\_ Amount Approved: \$ \_\_\_\_\_