

HOW TO REQUEST FUNDING

This is a VERY important notice regarding all funding received through the Student Government Association. This affects Class Councils, Dorm Presidents, SGA clubs and organizations, and any other group interested in co-sponsorship with the Student Government Association.

If the following guidelines are not met, the Treasurer may not take action, in which case funding would NOT be approved.

The funding proposal form is now available in Campus Life. They will also be available shortly on the SGA website at www.colby.edu/sga.

TIMELINE:

- Submit all paperwork to the SGA Treasurer's mailbox in Campus Life NO LATER THAN 4:30pm on Friday (this is when Campus Life closes for the weekend). Paperwork should be completed with as much detail as possible. Incomplete forms will be returned to the student requesting funds for further information.
- If additional paperwork is required, such as Purchase Request Forms, this paperwork should be completed and turned in along with the funding proposal to ensure timeliness with all requests.
- Dave and his finance committee will look at it no later than Monday night, during his office hours. A notice will then be sent out to the student requesting funds as to whether or not funding has been approved. ALL PROPOSALS ARE SUBJECT TO DENIAL OF FUNDS FROM THE FINANCE COMMITTEE. All proposals are also subject to revision at the request of the Finance Committee.

FUNDING WILL NOT BE APPROVED WITHOUT A COMPLETED FUNDING REQUEST FORM.

If your request is for an event/purchase of more than \$500, you need to submit your request at minimum 17 days before you need funding (an extra week from a regular request). It takes more time to move more money, and with larger amounts of money, it is more likely that the SGA Treasurer and the Finance Committee will ask you to adjust your spending. More time for the request also means more time to organize the actual event on your part. Include the Treasurer early in your organization process.

If you do not hear back by the end of the next office hours (the next Monday or Wednesday at 10pm), you should email Dave at sgatreasurer@colby.edu again to make sure that he received your request. Dave does not mind being emailed multiple times (within reason). It is your responsibility to make sure that Dave receives your request.

REIMBURSEMENTS WILL NOT BE GIVEN FOR UNAPPROVED SPENDING.

No one will be reimbursed for expenditures that have not been approved PRIOR to the expenditure. It is your responsibility to secure written confirmation (on paper or via email) of funding before making expenditures if you hope to be reimbursed.

Funding requests will be processed as quickly as possible, but may require an appearance in person before the Finance Committee. Non-responses to requests to appear may result in delayed processing of your budget request.

If this process is at all unclear, you may ask Dave all about it during his office hours, Monday and Wednesday from 8-10pm, or you may email him at sgatreasurer@colby.edu.

This procedure is subject to revision. Should any revisions be made, the campus will be made aware via a general announcement.