



Date Received

Approved to Agenda

# STUDENT ASSOCIATION NON-FUNDED REQUEST FORM

For Use by faculty, staff, and/or students to request funds for programs not affiliated with a Student Association funded organization or Service

Program Name: \_\_\_\_\_

Presenter\*: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*\* the person who will be at the two Student Association meetings explaining this request*

## STUDENT ASSOCIATION PROGRAMMING MISSION:

The Student Association funds programs that enrich the cultural, educational, and social experiences of the student body of SUNY Geneseo. Requests should be consistent with the mission of Student Association as outlined in the Student Association Constitution and Financial Policy.

*Please contact the Student Association Director of Business Affairs or the Director of Student Association Programs, Personnel, and Finances with any questions concerning your request.*

## WHAT ARE THE STEPS I MUST TAKE IN REQUESTING FUNDS?

- Please refer to SA financial policy, Section 12 m, for detailed procedures regarding SA Non-funded requests.
- Attach a detailed typed rationale as to why your organization requires additional funding.
- Submit a detailed budget for the request, including all expenses, price quotes from appropriate vendors, and sources of other funding. Please include the total expenses for the program, even if you are only requesting that Student Association fund a specific portion.
- All requests are due by 4:00pm on Thursday in the Student Association office, CU 316, in order to appear on the following week's agenda.

Amount Requested: \$ \_\_\_\_\_ Total Cost of Program: \$ \_\_\_\_\_

What will the funds be used for? \_\_\_\_\_

“I approve this request as the individual primarily responsible for this program.”

\_\_\_\_\_ (Program Representative Signature)