**Student Government**

**Guidelines for Money Requests**

The following form must be completely filled out by any organization requesting money from Student Government. **No allocation will be considered unless the form is complete.** Providing detailed information will aid in the decision-making process of both the Budget Committee and the Senate, ensuring a quick, efficient decision. Thank you for your cooperation.

**Please read and understand all Ten Guidelines before requesting funds.**

1. Any group receiving funds from MSG allocations must be registered with Student Government by the date set by the Secretary.
2. Student Government does not pay for expenses such as food or gas for any trip by an individual or group.
3. Student Government does not fund fundraisers that are for the benefit of the campus organization.
4. When three or more students are staying overnight on a MSG sponsored trip, a chaperone is required to be present. The chaperone must be a Morningside faculty or staff member. MSG allocations do not pay for chaperones.
5. At least one student must act as a spokesperson for the group by presenting the request before the Student Senate before the request will be considered. Members of the group and/or a faculty or staff advisor may also accompany the spokesperson.
6. All allocations must be approved by majority vote of the Student Senate.
7. All excess allocated money must be returned to Student Government.
8. There is a probationary period if all the required follow-up forms are not returned within two weeks of the final event or by the due date set by the Student Government Treasurer.
9. MSG Budget Committee reserves the right to require any group to do a follow-up presentation in front of the Student Senate.
10. All allocation forms must be endorsed by the group Advisor and President

 **Please complete the attached money allocation form and return to Box 215. Once received, the given student contact will be contacted regarding the date and time your group will be able to present your request. Please be prepared to answer any questions regarding your request that may be asked by members of the Senate.**

 **The deadline for all money allocation request forms is 2 weeks before it is presented to the Senate. Please do not wait until then to complete the attached form, the money is allocated on a first come, first serve basis.**



Request Form for Monetary Allocations

**All sections must be filled out before request will be considered.**

1. Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Box #: \_\_\_\_\_\_\_\_\_\_\_

2. Is your organization registered with Student Government? YES NO

1. Amount requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What is the purpose of the monetary request? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What is date(s) of the event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. What specific items will the money be allocated towards (ex. hotel, airfare, new equipment, etc…)?

Hotel: $\_\_\_\_\_\_\_\_\_\_\_\_

 Airfare: $\_\_\_\_\_\_\_\_\_\_\_\_

 Registration: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other (Specify): $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please** attach sheet listing the detailed incomes and expenses of your group **for the year**.
2. **Please** list the detailed incomes for this **specific event**. (ex. fundraising, grants, student or department contributions) (attach separate sheet if necessary)
3. **Please** list the detailed expenses for this **specific event**. (If you are asking for specific items please attach quotes or invoices) (attach separate sheet if necessary)
4. How many members of your group will be attending this event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Will you be staying overnight? If so, will a faculty advisor be attending? If so, who?
6. How will this allocated event/conference/etc… benefit our campus as a whole?

\* Should the request be granted, a contract must be signed confirming the amount allocated and the distribution of the funds.

\* Each group is also required to return their follow-up form by the due date stated on the form and the form must be signed by a student as well as the faculty/staff advisor.

If you have any questions concerning this form, please contact Student Government at x5174 or contact MSG Treasurer, Nancy Coronel, at Nac004. Student Government senators are also in the office for office hours if you would like to stop by. Return to Box 215.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Contact Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date