



**Office of Student Engagement
& Student Government
Association**

Funding Process

ELIGIBILITY AND SOURCES

ALL organizations applying for funds through the Student Government Association (SGA) must adhere to the following guidelines:

1. Be a registered student organization with the Office of Student Engagement (OSE) via PVPaw Link. Accessibility to funding is dependent on registration status of the organization & availability, first come; first serve.
2. An organization must be in good standing with the Office of Student Conduct and the Office of Student Engagement. Eligibility must also remain throughout the entirety of the semester in which an organization is awarded a funding. Failure to remain eligible in said semester will cause the funds to be retracted from the organization's account.
3. Greek coordinating councils (NPHC & IGC) are eligible to submit SGA Funding requests if the event is a not for profit and open to the Prairie View A&M University campus community event.
4. Steps to process your funding Application:
 - a. Step 1: Application: **All funding requests must be submitted 30 days prior to the schedule date of the event or travel.**
 - i. Funding Request Application via PVPaw Link *(incomplete applications, not accepted)*
 - ii. Itemized/Anticipated expenses for the event or trip
 - iii. Proof of any money already allocated or raised for the event or trip
 - b. **Step 2: Funding Hearing**
 - i. After the application has been submitted and reviewed by the Finance and Appropriations committee a representative from your organization will be required to attend a committee meeting at which your request will be discussed and any questions may be answered.
 - c. **Step 3: Follow Up**
 - i. Should an organization receive funding from SGA, an Event Evaluation must be presented to the SGA Comptroller within 14 days of the event via PVPaw Link. ***Failure to present the Event Evaluation form will result in a one (1) year funding suspension from the Student Government Association for the upcoming year.***

TYPES OF SGA FUNDING

There are three (3) types of funding opportunities for student organizations eligible to participate in the SGA funding and funding processes. The funding methods include the following:

EVENT FUND REQUEST

Student Organizations can apply for these funds to support the programming needs of registered group's on-campus and within 10 miles of the main FSC campus.

- The maximum award is **\$5,000** per student organization per academic year for your on-campus/off-campus event.
- Student Organizations are eligible to receive funds to support up to 50% of the fundable costs of the special project/event. There is no limit to the number of on or off-campus Events/programs the group may organize for the campus community.
- A hearing before Finance & Appropriations committee of the Student Government Association Senate is required.
- Funds must be requested and approved according to the timeline approved by the SGA Senate.

TRAVEL FUND REQUEST

Student Organizations can apply for this funding to travel to conferences, trainings, competitions, and other events not organized by the student organization.

- The maximum award is **\$3500** per student organization per academic year.
- Student Organizations are eligible to receive funds to support travel that is not primarily religious or political in nature.
- A hearing before Finance & Appropriations committee of the Student Government Association Senate is required.
- Funds must be requested and approved according to the timeline approved by the SGA Senate.

OPERATIONAL FUND REQUEST

Student Organizations can apply for this funding to fund resources necessary for the day-to-day operational needs of the group and its recruitment of new members. Applications are made available at the beginning of the fall semester. Applications must be submitted in the fall semester.

- Student Groups may only apply for this funding one time
- The maximum award for this funding is \$150 per student organization per academic year.
- No hearing is required.

Rules governing student organization fund allocations:

1. All students listed as organizational members must be duly registered at the time of application submission;
2. Student organizations must use funds awarded by the end of the semester where funds are allocated;
3. Funds must be encumbered prior to April 1 of each year in order to have time for the annual audit. Unclaimed/Unused monies will be returned back to the SGA Funding Fund at the end of each semester;
4. Once you have been awarded a Funding, the monies will be awarded via department transfer, or university check. Allow 1-2 weeks for checks to be cut. A member of the Finance Team will let you know when your check is ready.
5. Students must fill out an Event Evaluation and turn in no less than 14 days after the event or travel has taken place.

Non-fundable Expenses

- Gift Cards
- Personal Expenses
- Food (Travel Requests only)
- Political rallies, any event that excludes any group of people
- Prize Monies to be paid to an individual

- Alcohol

Students who misuse student organizations funds will be subject to all appropriate charges.

Student Government Association Funding Application Deadlines

The application/hearing timeline for all event, travel and operational funds shall be as follows:

ALL funding applications will be accepted no less than thirty (30) days to the event or travel date, as outlined below. Operational funding applications will be accepted anytime.

IMPORTANT NOTE: SGA maintains a monthly budget where money is allocated on a first come, first served basis. There is a finite amount to allocate each month and when that is all awarded, groups will need to make other funding arrangements. Therefore student organizations are encouraged to submit applications as early as is permitted to allow for maximum funding opportunities

After you have been awarded SGA Funding what do you do:

Event/Operational Fund Requests (*Advisor with a University Issued Purchasing Card*)

1. Obtain a quote and/or invoice from each business or person your organization is rendering services from. Quote and/or invoice will need the following information:
 - a. Business Name, Address, Contact Number & Email, Itemized Cost for each item rendered.
 - b. W-9 completely filled out by the vendor

Once this information is obtained, please give to Melanie Porter to set up a check request payment. Your organization will need to outline when the check will be needed for the event. Allow 2-3 weeks for all checks to process.

2. If you need to obtain items from a store (i.e Wal-Mart or Party City, etc) your organization Advisor will need to use their Purchasing card to make these purchases.
3. All purchases will be reconciled using the SGA Account for the allotted funding amounts. All advisors will need to reach out to Melanie Porter, 936-261-1346 or mjporter@pvamu.edu for assistance with reconciliation.
4. A copy of all receipts & a copy of the event publicity must be uploaded/attached to the Event Evaluation and turned in to the SGA Executive Vice President no later than 14 days after the event.

Event/Operational Fund Requests (*Advisor without a University Issued Purchasing Card*)

1. Obtain a quote and/or invoice from each business or person your organization is rendering services from. Quote and/or invoice will need the following information:
 - a. Business Name, Address, Contact Number & Email, Itemized Cost for each item rendered.
 - b. W-9 completely filled out by the vendor

2. If you need to obtain items from a store (i.e Wal-Mart or Party City, etc) your organization will need to submit a quote and/or invoice with the following information:
 - i. Organization Name, Address, Contact Number & Email
 - ii. Itemized/Estimated cost for each item that you could like to purchase
 - iii. Organizations W-9 Form completely filled out in order to be deposited into the Organizations bank account
3. A copy of all receipts & a copy of the event publicity must be uploaded/attached to the Event Evaluation and turned in to the SGA Executive Vice President no later than 14 days after the event.
4. Once this information is obtained, please give to Melanie Porter to set up a check request payment. Your organization will need to outline when the check will be needed for the event. Allow 2-3 Weeks for checks to be processed.

Travel Fund Requests

1. Meet with your Advisor to make all travel arrangements including but not limited to air & ground transportation, hotel, registration, parking, etc.
2. If your Advisor has a departmental Purchasing Card, have your Advisor reach out to Melanie Porter, (936) 261- 1346 – mjporter@pvamu.edu to set up transfer of funds.
3. If your Advisor does **NOT** have a departmental Purchasing Card, contact Melanie Porter to set up a meeting prior to the event travel and no less than 2 weeks prior to the event travel, to discuss payment arrangements.

TRAVEL PROCEDURES

1. The **Student Travel Passenger List** must be signed by every traveler before the travel date. Including each traveler's name, SSN and Emergency Contact.
2. The **Student Participation Agreement Form** should be on file for each traveler attending the trip. Advisors or Chaperones must keep a copy of this agreement for their records.
3. The **Student Travel Itinerary** must be filled out by a member of the organization or Advisor traveling with the group.
4. The **Student Travel Passenger List & Student Travel Itinerary** must be turned into the University Police Department prior to departing for the trip.
5. No cash travel advances will be issued to individuals representing clubs/organizations. In the event that a travel advance is approved for a club or organization it will be issued to the respective advisor.
6. Submit all travel receipts in Concur (via your Advisor) or
7. Funding Evaluation to the reimbursement form via PVPaw Link for processing no less than 14 days following to the travel date.

Note: All travel must be related to official University business and comply with State, University, & OSE Guidelines, Procedures, and Regulations.

Travel Per Diem Costs

Mileage Per diem .53 per mile	Hotel Rates per day \$125 In & Out of State
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Event & Travel Funding Evaluation

(Attach all original receipts and/or a copy of the event publicity on a separate sheet of paper to this evaluation)

Organization: _____

Contact Person: _____

Event Information (if applicable)

Event Name: _____

Date, Time & Location of event: _____

Attendance: _____

How did you evaluate your program? _____

Please tell us how the program went

What did not go well at the event?

Would you consider doing this program again in the future? _____

Travel Information (if applicable)

Travel Dates: _____

Travel Location: _____

Reason for Travel: _____

How many people travelled? _____