

**Special Request Form (NEW FUNDING) \_\_\_\_\_ - FY\_\_\_\_\_**

**To assure timely deliberations and a ruling on requests, all required materials should be submitted to the Office of Student Life at least thirty (30) days in advance of an event.**

- 1. Special Request Form
- 2. Itemized budget
- 3. Supporting documentation

**This form is to be used to request NEW FUNDS for authorized programs or activities.**

The following criteria will be used to determine eligibility of campus program using student activity funds.

- 1. Programs **must** be open to all students of GPC.
- 2. Programs **must** support the mission and vision of the College.
- 3. Programs should promote co-curricular learning, personal growth and development, leadership development, volunteer or community service.
- 4. Programs should attempt to partner with existing clubs and organizations.

**TYPE OF REQUEST:** Campus \_\_\_\_\_ College-Wide \_\_\_\_\_  **New Funding Request**

**ACCOUNT NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Club/Organization/Department: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact Person's Phone #: \_\_\_\_\_ Contact Person's Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event: \_\_\_\_\_

Will you present your request in person? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Presenter \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

Explain how funds will be used?

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Please briefly explain how awarded funding will directly benefit students and promote student development?

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**SPECIAL REQUEST ITEMIZED BUDGET – NEW FUNDING**

SAF FY 20__ Special Request Itemized Budget - NEW FUNDING	
<b>Operations</b>	<b>Amount \$</b>
<div style="border: 1px solid black; padding: 5px;"> <p><b>Explanation</b></p> </div>	
<b>Travel</b>	<b>Amount</b>
<div style="border: 1px solid black; padding: 5px;"> <p><b>Explanation</b></p> </div>	
<b>Total Amount Requested</b>	<b>\$</b>

**For Office Use Only**

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Hearing Date: \_\_\_\_\_ Deliberation Date: \_\_\_\_\_

Presenter: \_\_\_\_\_ Email/Phone \_\_\_\_\_

Club/Organization Name \_\_\_\_\_

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**Special Request Committee** \_\_\_\_\_ Decision:  **Approved (Amount)** \_\_\_\_\_  
 **Approved with changes:**  
 **Denied**

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**Vote Results:** Yea: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstained: \_\_\_\_\_

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**Student Votes and Signatures: (Yea, Nay, Abstain)**

SGA Student Representative Signature: \_\_\_\_\_ Vote: \_\_\_\_\_

SGA Student Representative Signature: \_\_\_\_\_ Vote: \_\_\_\_\_

SGA Student Representative Signature: \_\_\_\_\_ Vote: \_\_\_\_\_

Student-at-Large Signature: \_\_\_\_\_ Vote: \_\_\_\_\_

Tiebreaking SGA President/Chair Signature: \_\_\_\_\_ Vote: \_\_\_\_\_

**Administrative Signatures:**

Non-voting SGA President/Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Non-voting SGA Treasurer/ Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Non-voting Director of Student Life: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Student of Services: \_\_\_\_\_ Date: \_\_\_\_\_

**If denied, please state reason/Recommendations:**

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