

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 _____

Amount Requested: \$ _____

Explain how funds will be used?

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

For Office Use Only

Hearing Date: _____ Request Submitted By: _____

Representative who will present the request: _____



SGA _____ / Special Request Committee _____ Decision: Approved (Amount) _____
 _____ Approved with changes:

Denied

Vote Results: **Yea:** _____ **Nay:** _____ **Abstained:** _____

If denied, please state reason:

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

SGA Student Representative Signature: _____ Vote: _____ Date: _____

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SGA Student Representative Signature: _____ Vote: _____ Date: _____

Student Representative Signature: _____ Vote: _____ Date: _____

Student Representative Signature: _____ Vote: _____ Date: _____

Student Representative Signature: _____ Vote: _____ Date: _____

Student Representative Signature: _____ Vote: _____ Date: _____

Administrative Signatures:

SGA President/ Chair: _____ Date: _____

SGA Treasurer/ Designee: _____ Date: _____

Director of Student Life: _____ Date: _____

Special Request Dean/ Campus Dean: _____ Date: _____

****Vice-President of Student Affairs:** _____ **Date:** _____

Comments and Discussion:
