



STUDENT ORGANIZATION SEED MONEY REQUEST DIRECTIONS AND GUIDELINES

- Student Organization Money Request (attached) must include the following:
 - Name of Student Organization
 - Student Organization Account Number
 - Student Organization Purpose
 - List of planned fundraising events/activities
 - Must list the type of fundraising activity, date(s), time(s), and location(s).
 - Contact information for the SO's:
 - Name
 - Position/Title
 - E-mail (must be a GoTritons email address)
 - Phone number
 - Signature from an officer of the requesting Student Organization(s) and the date of submission
- Other required documents to attach to this request:
 - Approved SO Application for Recognition Packet
 - Latest Account Summary Report showing establishment of the SO account with the Business Office
- Other required documents to attach to this request:

	Approved SO Application for Recognition Packet
	Latest account summary report showing establishment of the SO account with the UOG Business Office
	Student Organization Constitution and By-laws

NEWLY-CHARTERED STUDENT ORGANIZATIONS SHALL RECEIVE TWO-HUNDRED DOLLARS (\$200.00) AS SEED MONEY FROM THE STUDENT GOVERNMENT ASSOCIATION, TO ASSIST IN STARTING UP THE STUDENT ORGANIZATION AND FUNDRAISING FOR FUTURE EVENTS/ACTIVITIES.

- Upon the recommendation of the SGA Finance Committee through a simple-majority vote, the request shall be approved by the SGA Council at the next possible Regular Session or Special Session. A budget appropriation for the requested amount shall be approved through a bill, to be authored and introduced by a senator and shall require the vote of 2/3rds of the SGA Council. We highly-encourage student organizations to utilize their representation in SGA sessions to present their funding request proposal to the SGA Council.
- If your request is approved, the student organization shall be notified (via the contact information provided in the application) at the soonest possible time after the bill's passage at an SGA regular/special session.
- A memorandum to transfer funds from SGA to the requesting SO shall be prepared and submitted to the Student Life Office for concurrence with the SLO Coordinator and the Dean of EMSS, before being transmitted to the Business Office for processing.

T: 671.735.2222 E: uog.sga@triton.uog.edu W: www.uog.edu/student-services/student-government/

Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96923

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UNIVERSITY OF GUAM

62ND STUDENT GOVERNMENT ASSOCIATION

UNIBETSEDÁT GUAHAN

Enrollment Management and Student Success

Approved by: *Sixty-Second Student Government Association Finance Committee*

Treasurer
Austin Gaizmer Fortuno
Chairperson

Vice President
Christian Gyles Ramos
Vice Chairperson

Senator
Thuy Nguyen
Member

Senator
Ilaria Williams-Dueñas
Member

Senator
Nathan Paz
Member

Senator
Hanna Ocampo
Member

I HAVE READ, ACKNOWLEDGED, AND AGREE TO THE STUDENT ORGANIZATION SEED MONEY REQUEST DIRECTIONS AND GUIDELINES.

Print Name and Sign:
(Must be an officer of the Student Organization)

Date signed:

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STUDENT ORGANIZATION SEED MONEY REQUEST APPLICATION FORM

DIRECTIONS: Please fill-up this application form using a **black** or **blue** ink pen or type and submit to the Student Government Association (SGA) Office at the School of Education, Room 117 OR via email at uog.sga@triton.uog.edu.

NOTE: If you have any questions or concerns OR need assistance in filling-up this form, you may contact the following SGA Finance Committee Members via email: Senator Hanna Ocampo [ocampoh@gotritons.uog.edu] and Senator Thuy Nguyen [nguvent13422@gotritons.uog.edu]. Thank you!

Requesting Student Organization:		Account Number: ***Please attach latest account summary report***
Student Organization Purpose:		

----- FOR SGA OFFICE USE ONLY -----

<p style="text-align: center;">FOR TREASURER:</p> <p>Received on: _____</p> <p>Treasurer: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Finance Committee: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Committee Vote: _____ / _____ / _____ (Yays/Nays/Abstentions)</p>	<p style="text-align: center;">FOR SECRETARY:</p> <p>Received on: _____</p> <p>Bill Assignment: _____ --- _____</p> <p>Bill Author: _____</p> <p>Session Introduced: _____</p> <p>Council Vote: _____ / _____ / _____ (Yays/Nays/Abstentions)</p>	
FUNDING AMOUNT APPROVED:	\$ 200.00	

SO Contact Information:

Name: _____

Position: _____

Email: _____

Phone: _____

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE FOLLOWING STATEMENTS. (1) All funds received from the SGA to support the SO shall be expended, in accordance with what is stated in this seed money request. (2) Failure to expend funds as declared above is a violation of this seed money request and shall require the immediate returning of the funds to the SGA. (3) The SO takes full-responsibility for any misuse of funds granted by the SGA, and the SO alone shall be held liable for any misuse of such funds.

Print Name and Sign:
(Must be an officer of the Student Organization)

Date submitted:

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LIST OF PLANNED FUNDRAISING EVENTS/ACTIVITIES

DIRECTIONS: Please list down your student organizations **PLANNED FUNDRAISING EVENTS/ACTIVITIES** for the whole academic year. Student Organizations who do not justify the use of seed money to support fundraising efforts may risk being denied of their seed money request.

Planned Fundraising Events/Activities:

List the type of activity, date(s), time(s), and location(s).

Type of Activity: _____

Date(s): _____

Time(s): _____

Location(s): _____

Type of Activity: _____

Date(s): _____

Time(s): _____

Location(s): _____

Type of Activity: _____

Date(s): _____

Time(s): _____

Location(s): _____

Type of Activity: _____

Date(s): _____

Time(s): _____

Location(s): _____

Type of Activity: _____

Date(s): _____

Time(s): _____

Location(s): _____

Type of Activity: _____

Date(s): _____

Time(s): _____

Location(s): _____