

UWMC Student Government Association Club Fund Request

Club Name: _____

Advisor: _____ Email: _____

President: _____ Email: _____

Date: ___/___/___ Semester: []Fall []Spring Fiscal Year _____

Description of Event or Activity (attach an additional page if necessary).

of Club Members: _____ # of participants expected (if single event) _____

Anticipated Costs:

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
4. _____ \$ _____
5. _____ \$ _____
6. _____ \$ _____

Total	\$ _____
Less out of pocket expenses paid by members	\$ _____
Outside contributions	\$ _____
Total Amount requested from Club Fund	\$ _____

Signature of Advisor: _____

Advisor Campus Phone Number: ____ - _____

Signature of Club President: _____

Amount approved by SGA \$ _____

Date of Approval _____

Student Government Association Representative: _____

CLUB FUND POLICY:

This form should be turned into the SGA Treasurer/Secretary (Rm 166) AND the SGA Advisor (Rm 150) or can be submitted in their mailboxes. If a club trip is to take place, each participant must sign a release of liability form before participating. The Business Office will be notified of approved Club Fund requests and clubs will be reimbursed upon submitting receipts. All expenditures must be made in accordance with University of Wisconsin System, and State of Wisconsin guidelines. The Club President and Advisor will be notified by the SGA Treasurer/Secretary in writing of the status of the request within two working days after the Student Government Association has voted on the request. Submit a detailed written report of how funds were spent within two weeks after the funds are spent to the SGA Executive Director. Allocated funds must be spent within six weeks unless an exception is made. If you have any questions regarding SGA Club Policies, please contact the SGA President (ext 6244) or the SGA Advisor (ext 6231).