



# Student Government Association

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## Additional Allocation Request Form

Today's Date: \_\_\_\_\_ Club Name: \_\_\_\_\_

Club Email: \_\_\_\_\_ Requestor Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

### Presentation Requirements:

- Copy of club mission statement
- Current year budget expenditures (include all past and future expenses of the academic year)
- Explanation of proposed event(s)
- Itemized expenses
- Budget deficit and amount requested
- Prepare a multimedia presentation (Prezi, PPT) to support the request for funds
- Supporting handout materials
- Presenters should dress professionally

Advisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### Additional Allocations Fund (from the SGA Budget & Finance Policies and Procedures)

- a. The B&FC distributes funds to clubs and organizations throughout the year as long as funding is available.
- b. Additional allocations will be based on the following guidelines:

Beginning Yearly Allocation (July 1 – June 30)	Budget Percent Increase
\$0-\$1,001	100%
\$1,002-\$2,501	50%
\$2,502-\$5,001	25%
\$5,002-\$10,001	15%
\$10,002 +	10%

- c. Clubs and organizations must submit an Additional Allocation Request Form to the SGA Chief Financial Officer.
- d. The SGA Chief Financial Officer will notify the club of the B&FC meeting to attend and present their request.
- e. Presentations will be judged based on fit with club mission and supporting documentation.
- f. Any allocations approved by the B&FC will be brought to the SGA Senate for ratification. The SGA Chief Financial Officer will notify the club via the SNHU Club Email account within three (3) days of the final decision.
- g. Upon approval by the SGA Senate, funds are immediately available for use.
- h. Should a club be denied funding, the club is still eligible to re-request funds by following the steps above.