

ACTION FUND APPLICATION

2016-2017

NAME OF ORGANIZATION: _____

NAME OF PROJECT: _____

DATE OF PROJECT: _____ AMOUNT REQUESTED: _____

NAME OF FACULTY ADVISOR: _____

SIGNATURE OF ADVISOR: _____

DEPARTMENT: _____ PHONE: _____

E-MAIL: _____

NAME OF ORGANIZATION'S REPRESENTATIVE AT ACTION FUND HEARING:

ORGANIZATION REPRESENTATIVE SIGNATURE: _____

PHONE: _____ E-MAIL: _____

-
- **All fields must be completed**
 - **Completed copies of the application must be returned to the SGA office by the deadline date.**
 - **A hearing time must be scheduled with the SGA office before this application will be processed.**
-

Action Fund 2016-2017 Deadlines

Hearing 1

Application Deadline: September 20, 2016 at 5:00 p.m., Student Government Association Office

Hearing Date: September 21, 2016 from 4:00 p.m.-5:00 p.m., 1954 Lecture Hall

**Events funded during this hearing must be completed by November 16, 2016

Hearing 2

Application Deadline: October 18, 2016 at 5:00 p.m., Student Government Association Office

Hearing Date: October 19, 2016 from 4:00 p.m.-5:00 p.m., 1954 Lecture Hall

**Events funded during this hearing must be completed by February 10, 2017

Hearing 3

Application Deadline: January 31, 2017 at 5:00 p.m., Student Government Association Office

Hearing Date: February 1, 2017 from 4:00 p.m.-5:00 p.m., Davis Classroom (Alfond Student Union)

**Events funded during this hearing must be completed by April 7, 2017

Hearing 4

Application Deadline: February 28, 2017 at 5:00 p.m., Student Government Association Office

Hearing Date: March 1, 2017 from 4:00 p.m.-5:00 p.m., Davis Classroom (Alfond Student Union)

**Events funded during this hearing must be completed by May 5, 2017

Action Fund Guidelines

- Student organizations requesting Action Fund allocations must be registered with the Student Government Association as a student organization.
- Completed Action Fund applications are due on the designated date to the Student Government Association office located on the lower level of the Student Union across from the Student Mailroom. Organizations are required to be detailed in the request and maintain a reasonable amount of requested funding. Hours will be posted outside of the office.
- All organizations will be required to attend a brief hearing to clarify the application request and discuss funding with the Student Government Association. Un-represented applications may not be funded.
- The following requests may not be granted: t-shirts for individuals, benefit for individuals, philanthropies, office supplies, any form of reimbursement, or individual food expenses.
- Action Fund hearing results will be posted in the Student Government Association office located on the lower level of the Student Union across from the Student Mailroom within approximately twenty-four hours of the hearing.
- The following is the disbursement procedure once funds are received:
 - All allocations will be forwarded to the Student Activities Coordinator. It is the responsibility of the club/organization to work with the Student Activities Coordinator and follow all policies and procedures as set forth in the Clubs and Organizations Handbook.
 - All organizations are required to submit the Action Fund Post Disbursement report within five days of the organization event to the Student Government Association Office. Failure to submit a completed report will result in the organization forfeiting Action Fund eligibility for one calendar year.
- All questions regarding the Action Fund process must be directed to the Student Government Association at sga@mma.edu.
- Failure to comply with guidelines may result in the organization's ineligibility to receive Action Funds for one calendar year.

Place itemized budget below:

(Please use additional paper or supply additional documentation as necessary)

ITEM	AMOUNT
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
Total	

Action Fund Post Disbursement Report

- This form and all required information listed must be submitted to SGA by a student organization representative within five days of the event Action Fund monies was designated to support.
- All expenditures are limited to the purpose(s) for which the funds were allocated as indicated in the Action Fund Distribution Report.
- Failure to comply with guidelines will result in the organization's ineligibility to receive Action Funds for one calendar year.

Student Organization _____

Event/Project _____

Event Date _____ Event Location _____

Action Fund Award Amount _____ Action Fund Hearing Date _____

Student organizations are required to fill out the back of this form to include (attach additional information if necessary):

- Narrative description of the event or project.
- A financial report of actual expenditures with attached receipts or invoices. The report must provide a detailed listing of all expenses made with Action Funds. This report should include an explanation of unused funds if applicable.

Student Organization Representative Signature/Date

<u>FOR OFFICE USE</u>

Date Received

Received By

