

# 2017-2018 STUDENT GOVERNMENT ASSOCIATION ACTION FUND & TRAVEL FUND APPLICATION

NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

DATE OF PROJECT: \_\_\_\_\_ AMOUNT REQUESTED: \_\_\_\_\_

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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: \_\_\_\_\_

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- **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.**
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## 2017-2018 Action Fund & Travel Fund Deadlines

### Hearing 1

Application Deadline: September 19, 2017 at 5:00 p.m., Student Government Association Office

Hearing Date: September 20, 2017 from 4:00 p.m.-5:00 p.m., 1954 Lecture Hall

\*\*Events funded during this hearing must be completed by November 15, 2017

### Hearing 2

Application Deadline: October 17, 2017 at 5:00 p.m., Student Government Association Office

Hearing Date: October 18, 2017 from 4:00 p.m.-5:00 p.m., 1954 Lecture Hall

\*\*Events funded during this hearing must be completed by February 14, 2018

### Hearing 3

Application Deadline: January 30, 2018 at 5:00 p.m., Student Government Association Office

Hearing Date: January 31, 2018 from 4:00 p.m.-5:00 p.m., Davis Classroom (Alfond Student Union)

\*\*Events funded during this hearing must be completed by April 4, 2018

### Hearing 4

Application Deadline: February 20, 2018 at 5:00 p.m., Student Government Association Office

Hearing Date: February 21, 2018 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, 2018



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	

**FOR OFFICE USE**

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Received By

***\*Please attach any other supporting documentation.\****

**Maine Maritime Academy**  
**Student Government Association**  
**2017-2018 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](mailto:sga@mma.edu).
- Failure to comply with guidelines may result in the organization's ineligibility to receive Action Funds for one calendar year.

**Maine Maritime Academy  
Student Government Association  
2017-2018 Travel Budget Guidelines**

This budget serves to provide financial assistance for active clubs or organizations who are recognized by Maine Maritime Academy's Student Government Association to attend conferences.

I. Organizations requesting travel funds must attend one of the predetermined travel hearings. At the hearing, the organization must present the Travel Funds Request Form and provide a copy of their budget transactions to date, including any fundraising events.

II. Each student may receive up to \$300 for travelling purposes per year. However, SGA reserves the right to either decline the full \$300 per student or grant more on a case-by-case basis at the discretion of the SGA Executive Board and Travel Committee.

III. It is also understood that persons in the organization traveling to the conference may have to provide some of their own funds for travelling purposes as well.

IV. It is further understood that any travel to conferences supported by SGA funds must benefit the Maine Maritime Academy community.

V. Upon return it is expected that the students who travelled using SGA funds share their experience with fellow students through an SGA approved venue.

# 2017-2018 STUDENT GOVERNMENT ASSOCIATION Action Fund & Travel Fund Post Disbursement Report

- This form and all required information listed must be submitted to SGA by a student organization representative within five days after 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 Application as approved by SGA.
- Failure to comply with guidelines will result in the organization's ineligibility to receive Action Funds for one calendar year.

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Student Organization \_\_\_\_\_

Event/Project \_\_\_\_\_

Event Date \_\_\_\_\_

Event Location \_\_\_\_\_

Fund Award Amount \_\_\_\_\_

Fund Hearing Date \_\_\_\_\_

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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.

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Student Organization Representative Signature/Date

<b><u>FOR OFFICE USE</u></b>	
_____	
Date Received	
_____	
Received By	

