



DON'T KNOW HOW TO FILL OUT A 'SGA  
CLUB CO-SPONSORSHIP' FORM!?! 😊

LET US HELP YOU!

# FOLLOW NUMBERED ARROWS



## Student Government Association Co-Sponsorship Form

~~SGA Use Only:~~

Supported

Denied

Date: \_\_\_\_\_

Money Approved: \$ \_\_\_\_\_

SGA C/P Initial: \_\_\_\_\_

Treasurer Initial: \_\_\_\_\_



Name of Organization(s): \_\_\_\_\_



Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_



To the right of arrow 1 and 2, provide the name of the **organization or club** and **contact name of person submitting form**.

Provide a phone number for the **person in contact**.

**\*\*You do not need to fill out crossed out box\*\***

# FOLLOW NUMBERED ARROWS

Provide the name of the **event**.



**Proposed Event Information** *(Fill out as much information as possible, use extra sheets if necessary)*

Name of Event: \_\_\_\_\_

Type/Description of Event:



Provide a **brief description** of what the event will be and provide information on the amount requested.



Event Date (if known): \_\_\_\_\_

Time: \_\_\_\_\_

Will you be charging admission for this event? <Yes> <No>

If yes, what will the money be used for?

To the right of arrow #3, Provide the **event date** (if known), the **time of the event**, and **if there will be a charge** for this event.

If **yes**, please provide a brief description on what the money will be used for.

# FOLLOW NUMBERED ARROWS

What would your organization like SGA to contribute to the event? (Check all that apply)

Funding

Publicity

Giveaways

Volunteers:  Set Up

During

Clean Up

Other (Please Explain)

If you requested funding, how much would your organization need? \$ \_\_\_\_\_

*\*Please attach a concise budget breakdown of what will be purchased.\**



Please check what box **applies to your request** for co-sponsorship with SGA.



Provide **an amount** that your club/organization will be requesting.

**\*\*PLEASE PROVIDE A CONCISE BUDGET BREAKDOWN OF WHAT WILL BE PURCHASED IF REQUESTING FUNDS\*\***

# FOLLOW NUMBERED ARROWS

If you checked any other box please specify what or how many you need (including volunteers):



Provide any information needed for **any box checked off other than funds.**

Print / Sign / Date

Club President \_\_\_\_\_

Club Treasurer \_\_\_\_\_



Provide a signature from both the **club president** and **club treasurer.**

**Please include the SGA logo on all Co-Sponsored event publicity.**  
*Note: This form must be presented to the Student Government Association 3 weeks prior to the event.*

**\*\*THIS FORM SHOULD BE SUBMITTED 3 WEEKS PRIOR TO EVENT\*\***

**\*\*PLEASE INCLUDE SGA LOGO ON ALL COSPONSORSHIP EVENT PUBLICITY\*\***



(EXAMPLE)

Student Government Association  
Co-Sponsorship Form

SGA Use Only:
Supported _____
Denied _____
Date: _____
Money Approved: \$ _____
SGA CVP Initial: _____
Treasurer Initial: _____

Name of Organization(s): Aikido Club

Contact Name: John Smith Phone #: (123) 456-7890

**Proposed Event Information** (Fill out as much information as possible, use extra sheets if necessary)

Name of Event: MCLA Aikido Seminar

Type/Description of Event:

*Aikido Club would like to host a seminar for those to attend. It would be open to the public. We would use the Venable + Campus Center Dance Complexes for workshops, and we will provide everyone lunch. Our club would like to bring in other instruct*

Event Date (if known): 4/15/18 Time: 9am - 3pm

Will you be charging admission for this event?  Yes  No

If yes, what will the money be used for?

*The money will be used to cover food expenses for providing lunch.*

What would your organization like SGA to contribute to the event? (Check all that apply)

- Funding       Publicity       Giveaways
- Volunteers:     Set Up       During       Clean Up
- Other (Please Explain)

If you requested funding, how much would your organization need? \$ 300.00

*\*Please attach a concise budget breakdown of what will be purchased.\**

If you checked any other box please specify what or how many you need (including volunteers):

	Print	/	Sign	/	Date
Club President	<u>John Smith</u>		<u>John Smith</u>		<u>3/23/18</u>
Club Treasurer	<u>Mary Major</u>		<u>Mary Major</u>		<u>3/23/18</u>

Please include the SGA logo on all Co-Sponsored event publicity.

Note: This form must be presented to the Student Government Association 3 weeks prior to the event.

Aikido Club Seminar 4/15/18

Expenses

Food and Supplies from Aramark	\$600.00
3 Instructors - \$200 each	\$600.00
Flyers/ Publicity	\$50.00

Revenue/ Other

40 people x \$15 per person	\$600.00
Expenses Covered by Aikido Club Budget	\$350.00

Total Requesting: \$300.00