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

LET US HELP YOU!



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

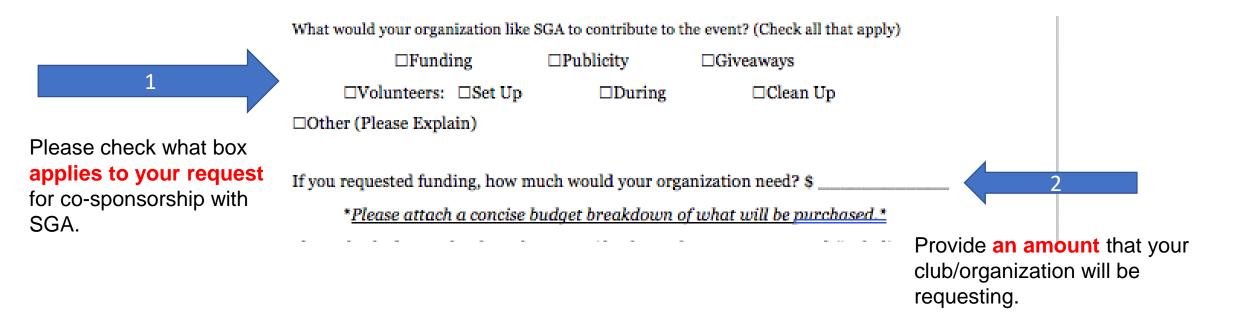
Provide a phone number for the **person in contact**.

You do not need to fill out crossed out box

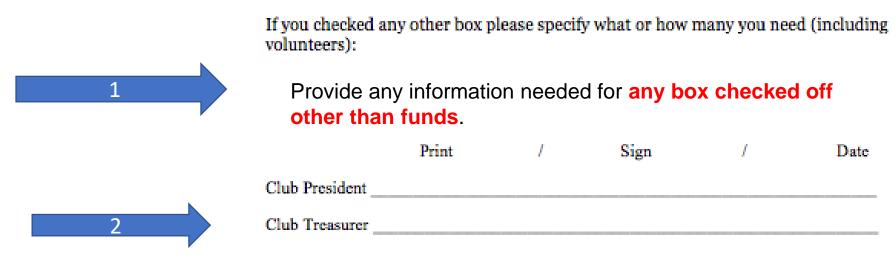
Provide the name of the				
event.	Proposed E	Proposed Event Information (Fill out as much information as possible, use extra sheets if necessary) Name of Event: Type/Description of Event:		
1				
	2	Provide a brief description of the event will be and provide information on the amount requ		
3		if known): harging admission for this event? <yes></yes> vill the money be used for?	Time:	

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 <u>yes</u>, please provide a brief description on what the money will be used for.



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



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 College of Library	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 possi	
Name of Event: MCLA Aikido Seminar	
Type/Description of Event:	65 11
Aikido Club would like to host a	seminar to those to
Alkido Club would like to most a strend. It would be open to the public	Conscholar and we will
Attend. It would be open to the public Venable + Campus Center Dance Complexes provide everyone lunch. Our club would	like to bring in other instruct
provide everyone lunch. Our club would	
Event Date (if known): 4/15/18	Time:
Will you be charging admission for this event? (Yes) < No>	
If yes, what will the money be used for?	0
The money will be used to cover for	od expenses for
providing lunch.	
What would your organization like SGA to contribute to the event	? (Check all that apply)
▼ Funding □ Publicity □ Giveaways	S
✓ Volunteers: ✓ Set Up	K Clean Up
□ Other (Please Explain)	
If you requested funding, how much would your organization	n need? \$ <i>300.00</i>
Please attach a concise budget breakdown of what	will be purchased.
If you checked any other box please specify what or how man volunteers):	ny you need (including
3	
Print / Sign	/ Date
Club President John Snith John Saith	3/23/18
Club Treasurer Mary Major Many Major	3/23/18

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