

The SGA of Dalton State College Funding Policies



(Revised March 2019)

Preamble

Request for funding submissions must be submitted at least one week prior to the next scheduled SGA meeting. Request for funding are not usually funded at 100%. Someone knowledgeable about the proposal must be present to present the proposal to SGA. Failure to present will result in an automatic denial of the request.

Amendment I. Funding Policies

Section I: Organizational Funding

1. The maximum amount an organization can receive for the academic year via the Budget Request is \$500. If funds are appropriately depleted and if additional funds are available, organizations may submit a Request for Funding.
 - a. The maximum an RSO can receive in Request for Funding is \$3,000 for the academic year.
 - b. If an organization is requesting a budget of more than \$500, the organization must present their requested budget to the SGA. The presentation should mirror the style of a request for funding (RFF) and include the following: All forecasted activities, their costs, and estimated impact on the student body.
2. Organizations must attend a minimum of 75% of the SGA meetings during the current academic year. If an RSO fails to meet this requirement the RSO will not be allowed to request money from the SGA for the next academic year through a budget request. However, RSO's which are denied funding in the fall due to not meeting the above criteria can request money from the SGA via a "Request for Funding" at any point throughout the spring semester if they have met the requirements listed in Section V of the SGA Constitution.

3. Organizations must be registered and recognized by Dalton State College and Student Life as an *active* organization.
4. If an organization is receiving travel funds, the student(s) receiving the funding must meet with Student Life prior to traveling and provide all needed documentation (including hotel confirmation, airline travel, registration costs, W-9's, and other types of expenditures) at least one month prior to the trip.
5. If an organization is receiving travel funds, the student(s) receiving the funding must be currently matriculating with at least six credit hours and have successfully matriculated the previous semester (excluding summer semester) with at least three credit hours and have a cumulative GPA of at least a 2.0.
6. If an organization is receiving travel funds, the organization must present at the next SGA meeting immediately following their trip/conference on their learning experience and how the organization plans to use this newly gained knowledge and/or experience. Failure to follow through with this commitment will require full repayment of funds to the SGA.
7. If an organization is receiving travel funds, the student(s) receiving the funding must be in good academic and conduct standing.
8. Organizational budgets can be spent on apparel, if deemed as a mandatory uniform and/or essential to a program/event/mission/etc., that includes the organization name and the DSC logo. All designs must be preapproved by Student Life. Request for Funding cannot pay for any apparel items.

Section II. Individual (Non-RSO Related) Requests

1. If a student is attending a conference and not presenting, the maximum award amount is \$500. If a student is attending a conference and is presenting, the maximum award amount is \$1000.
2. If funding is approved, the individual receiving funding must sit down with Student Life prior to the travel and provide all needed documentation (including hotel confirmation, airline travel, registration costs, W-9's, and other types of expenditures) at least one month prior to the trip.
3. If a student is receiving travel funds, the student receiving the funding must be currently matriculating with at least six credit hours and have successfully matriculated the previous semester (excluding summer semester) with at least three credit hours and have a cumulative GPA of at least 2.0.
4. If a student is receiving travel funds, the student must present at the next SGA meeting immediately following their trip/conference on their learning experience and how s/he plans to use this newly gained knowledge and/or experience. Failure to follow through with this commitment will require full repayment of funds to the SGA.
 - a. Failure to comply will result in a hold on their account. If the funds are requested on behalf of a group, the president or representative who requested the funds will be held accountable.
5. Request for Funding for any event and/or travel that has already taken place will not be eligible for reimbursement unless prior approval was obtained.
6. If a student is receiving travel funds, the student receiving the funding must be in good academic and conduct standing.

Section III. Academic Related/Faculty Requests for Students

1. Academic related funding should be requested through the Office of the Provost Vice President of Academic Affairs.
2. SGA will only fund co-curricular types of trips that are purposely academic related (e.g. academic fieldtrips, etc.).
3. If funding is approved, the individual receiving funding must sit down with Student Life prior to the travel and provide all needed documentation (including hotel confirmation, airline travel, registration costs, W-9's, and other types of expenditures) at least one month prior to the trip.
4. Under no circumstances will SGA pay for faculty travel, unless that faculty member is absolutely essential to the student trip.
5. Request for Funding for any event and/or travel that has already taken place will not be eligible for reimbursement unless prior approval was obtained.
6. Funding for academic purposes must explain how this funding will directly benefit Dalton State College students.

If needed, the Dean of Students, Student Life, and/or the SGA President may make allowances for special circumstances.

Appendix I. Funding Policy Table

SGA Funding Policies for Organizations, Individuals, or Academic “Student” Requests	
SGA DOES FUND	SGA DOES NOT FUND
Registration fees, plane tickets, shuttle services, and lodging (4 to a room)	Gas or Mileage
Food/drinks for RSO new member recruiting events (one/semester), mandatory trainings, required induction ceremonies/banquets, and/or events open to the entire student body (excluding regular meetings).	Food as part of travel unless it is included in the conference registration or part of a required honorary banquet OR Food as part of a regular RSO meeting
Advertisements (printing fees), promotions, and/or other materials for campus-wide events (e.g. Involvement Fair, Fall Family Festival, etc.)	Any campaigning for political parties or candidates, RSO positions, and/or homecoming court representatives
Contractual Agreements for Speakers/Programs	Fundraisers
	Anything an organization can keep
	Individual honor cords, plaques, certificates, etc. (w/ the exception of the Annual Student Leadership Awards Banquet)
	Gifts of any kind
	Travel Expenses for Speakers/Programs (must be an all-inclusive price)
	Miscellaneous items
	Faculty Expenses (unless essential to the program/event)