NCTC Student Government Association Budget Allocation Request

Student Organization:		
Student Contact:	Position:	
E-mail:	Phone:	
Advisor:	Phone:	
E-mail:		
Amount requested (up to \$250):		

Requirements:

Registered Student Organizations who are active in Student Government, turn in 5 Activity Approval forms for the academic year and complete the Risk Management Training are given \$100 but can also request up to \$250. The more information you provide, the better the board's ability to make an appropriate decision. Submit these forms before the next SGA meeting to be added to the SGA Agenda. A representative will have to attend and provide a 5 - 10 minute presentation followed by a Q&A.

Please attach/answer the following:

- Preliminary budget for how those funds will be used, including the specific activities for which funds will be used and a dollar amount associated with each item. Expense Report if possible (quotes, invoices, and/or screen shots of total pricing should be submitted with the budget for all travel, conference, and/or supplies & materials requests).
- 2) How does this relate to your mission, benefit the members of your organization and the NCTC Community?
- 3) List anything that you feel the SGA needs to know about this activity/event.

Officer Signature:

Date:

Advisor Signature:

Equity, Diversity & Inclusion- Director Date Submitted

Email this form and Additional Material to studentlife@nctc.edu

Amount of Allocation Granted:

SGA Officer Signature:

SGA Advisor Signature:

Date: