

Instructions for students to Request Funds for Projects from the STUDENT BODY ASSOCIATION

- Before you request funding *please* read the following:
 - Funding is unfortunately NEVER guaranteed.
 - All requirements must be submitted in the appropriate manner in order to be considered for SBA donations.
 - Funding is given after the projects completion. Funding is a reimbursement. Receipts **MUST** be accounted for in order to receive SBA donations.
 - SBA funding should be the student groups LAST RESORT. We encourage fund raising from other sources before coming to us. You will be asked to provide an excel sheet noting your other efforts.
 - The entire SBA, elected board members as well as class representatives, determines funding.
 - Each Project is reviewed and an amount is decided individually.
 - After the projects completion, each group receiving funds must write a summary/success story of their project and acknowledgement of SBA funding.

STEP 1:

- Student must provide a formal letter requesting funds from the Student Body Association
- The letter **MUST** include:
 - Project description/Intent of funds
 - Estimated total cost of project, how much you have already raised, and the proposed monetary amount requested from the SBA.
 - Which student group, club, or academic program is requesting funding
 - Number of students participating in the project
 - Any other supporting documents that will help SBA understand the project and whom it is benefitting

STEP 2:

- Please submit an excel spreadsheet providing the other efforts/sources that have been used for primary funding.
- Please include exact donation amounts for each source.
- This excel sheet lets us know who you have already contacted for funding and the amount you have already received.

- ❖ After the SBA has voted on your request, the result of our vote will be given to you via email or phone by either the VP or Treasurer of the SBA. Please be patient as we have many proposals to decide upon.
- ❖ Once the Funding amount has been determined, the student must submit **one** CHECK REQUEST FORM (found in front of the SBA office or in front of Craig Elliott's office) for the decided upon amount. Included with this form must be all project receipts.
- ❖ Upon collection of the check from the SBA, one student from each project must submit a summary/success story that will be featured in *The Scoop* with an acknowledgment of the SBA for its support. This is our way of informing other student group of the availability of SBA funds. This must be submitted no later than 2 weeks post project.
- ❖ We ask/strongly encourage if any student has any media contact (TV highlights, newspaper articles, or interviews) that you state the involvement of the Student Body Association at Samuel Merritt University. This will help in community awareness of not only the ambitious students we have on campus but of our supportive Student Body Association.

Good Luck and we look forward to receiving your proposal!
Sincerely, The SBA @ SMU