

## **SGA Proposal**

### **How to Receive Funding**

**\*\*\*\*Clubs must have an up-to-date, approved Constitution/Charter on file with the Student Life and Leadership office. Club Constitution/Charter must be sent electronically to the SL&L office (to buck.malena@spcollege.edu or pellerin.sherry@spcollege.edu).**

**Fill out a funding Request Form** If submitting on behalf of a department, the individual who completed the form online is expected to either attend the Student Government Executive Board meeting or send a knowledgeable colleague who understands all the cost breakdown details to the Executive Board. Someone will email you within a week to set up a meeting request so you can present your proposal. Link for Funding <https://web.spcollege.edu/survey/28782>

**All requesting parties including Clubs, Organizations, and Departments will be able to submit proposals during the time frame established by their campus Student Government Association. Seminole Campus-Student Government has allocated \$20,000 to clubs/programs/departments for 2019-20. This money will be distributed on a First come first serve basis.**

**Proposals** are to be submitted electronically at least thirty (30) days before the expected event/activity date. However, it is recommended that each respectable party submit their proposals as soon as possible because of the lengthy paperwork process. After electronic submission, all club proposals must be presented at the following SGA General Assembly or EBOARD meeting (presentations may be no longer than 5 minutes).

**E-board Meetings will every 2nd and 4th Tuesday of every month at 12:30 p.m. in room UP 301.**

**SGA meetings (General Assembly) will be 1st and 3rd Tuesday of every month at 12:30 p.m. in room UP 193**

**Proposals** will be voted on during SGA General Assembly or Executive board meetings (if it is prior to the start of Fall semester) within two weeks of proposal submission. An SGA representative to schedule your presentation. If you are unable to attend a meeting, please let the student Government Advisor know (buck.malena@spcollege.edu), she might be able to represent for you, assuming you provide her with all the information she needs to adequately represent your submission.

**Clubs and organizations** must have representation at every general SGA Meeting in order to be deemed active and therefore to receive funding. Each SGA club representative (Senator) will be responsible for keeping each club up to date on information disclosed at each meeting. All proposals must be made to benefit St. Petersburg College's student body, Seminole Campus. Each requesting party must be able to communicate to SGA the learning outcomes and benefits to the Seminole student body.

### **If Your Proposal Is Approved**

If the proposal is approved, the requesting party will be notified by SGA via email within one (1) business week of the presentation. All required paperwork must be submitted to Student Life and Leadership within the time frame set by your campus SL&L Office. All parties are required to get with the appropriate staff to initiate to complete the necessary paperwork needed by the College for the approved event. If deemed necessary the requesting party's proposal may be partially funded by SGA. Executive board holds the right to amend any proposal after the date of presentation.

Each club/organization in good standing is qualified for up to \$50 for the 2019-20 academic year for seed money, which will be on a first come first serve basis.

### **Student Government Association Travel Funding**

In terms of travel and all other activities, requesting parties must ensure that all participating students are currently enrolled and are in good academic standing with SPC. Good academic standing as defined by the college "A student in Good Standing has a minimum cumulative GPA\* of 2.0 and a minimum Completion Rate\*\* of 67% for all SPC courses and courses transferred into the college." ([www.spcollege.edu](http://www.spcollege.edu)) Only students taking classes at the Seminole campus will have the opportunity to benefit from these funds.

Please note- funds are very limited this academic year and no applicant is guaranteed funding. Once all funds are awarded, the application will close. SGA encourages you to put one proposal in for all of your scheduled events, because once the funds are depleted the proposal process will be closed. **Deadline for Proposals is March 1st**

SGA will only fund for one Advisor -Clubs & organizations must be accompanied by a single advisor on such trips. Clubs & Organizations must present a list of potential students, along with their SPC Release of Liability forms and Code of the Road forms (if necessary). Forms can be obtained on the MyCourses Portal. Only students taking classes at the Seminole campus will have the opportunity to benefit from these funds.

If you are travelling in the Spring Term, you must apply by 11/1 to allow time for your travel proposal to be scheduled prior to the winter break.

**Please note - funds are very limited this academic year and no applicant is guaranteed funding. Once all funds are awarded, the application will close.**

SGA encourages you to put one proposal in for all of your scheduled events, because once the funds are depleted the proposal process will be closed.