Conference Appropriations Process Outline

Thank you for your interest in seeking funding from the Student Government Association (S.G.A.). This packet includes all the necessary forms you will need in order to submit your request for conference funding. This process can take anywhere from 2-4 weeks, depending on when the request is received, when the next S.G.A. Senate meeting is, and so forth. Please note that in order to be eligible for any type of funding, your organization must be registered with the Center for Student Involvement and be recognized by the S.G.A. Also, it is SGA policy to not reimburse for gas, rental cars, insurance, per diems, or food. Please carefully read and take note of the following guidelines and steps which outline the appropriations process.

1. Complete one Conference Appropriations Disclaimer Form, and Conference Appropriations Request Form for your organization.

2. Complete one Conference Attendance Agreement Form for each person attending the conference

3. Turn in all paperwork to the S.G.A. Office (Duquesne Union Room 302) by Tuesday, February 3rd, 2015 at 3:00 p.m.
   - Only conferences that occur between January 1st and June 30th of 2015 are eligible for appropriations in the Spring 2015 semester.

4. When you submit your completed paperwork, you will also sign up for a time slot to meet with the S.G.A. Finance Committee. The sign-up sheet is located on the S.G.A. Office door. The Conference Appropriations Meeting will be held on Sunday, February 8th, 2015 in Union 613.
   - This is a brief meeting in which you will speak on behalf of your organization and the conference you are requesting funding for, and answer questions from the Finance Committee. Please make sure the representative attending the meeting on behalf of your organization is knowledgeable about both the organization and the conference.
5. After you have met with the Finance Committee, the committee members will then discuss your request and make a decision on whether or not to appropriate money to your organization for your conference and if so, determine an amount.

6. The committee’s recommendation has to then be presented at the next S.G.A. Senate Meeting (usually within 2 weeks or less of the appropriations meeting) in order for it to be voted on.

7. Once the Senate has voted, the Vice President of Finance will then contact you and inform you of the amount that was appropriated for your conference, if applicable.

8. Once you have receipt documentation for all expenses, you can then submit a Conference Follow-Up Form as well as the Conference Reimbursement Form along with the original receipts for the conference.

9. You will be contacted when your check is ready to be picked up or when the reimbursement has been directly deposited into your account (Note: This can take up to three weeks after the Conference Reimbursement Form is received).

If you have any questions, please feel free to contact us.

Thank you,

Attila Mihalik
Vice President of Finance
Student Government Association
E-mail: mihalika@duq.edu

Tyler McCordell
Finance Committee Chair
Student Government Association
E-mail: mccordellt@duq.edu
Conference Appropriations Request Form

Conference Appropriations are done once per semester. Prior to seeking funding from the S.G.A., you must first seek funding from your respective school or department and documentation should be provided along with this request.

This form **must** be completed in its entirety and turned into the S.G.A. office (Duquesne Union Room 302) no later than **3:00 p.m. on Tuesday, February 3rd, 2015**. Requests received after this date will not be considered.

All organizations requesting funding are required to meet with the S.G.A. Finance Committee to present their request and answer any questions the committee may have. The S.G.A. Senate must vote on the Finance Committee’s appropriation recommendation before a reimbursement is issued.

**Organization Name:**

**Representative Name(s):**

**Local Address:**

**City/State/Zip Code:**

**Phone Number:**

**E-Mail Address:**

**Organization Information**

Total Members: [ ] Was this an increase or decrease compared to last year? (circle one)

Please describe the purpose/mission of your organization:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please describe how your organization serves both its members and Duquesne as a whole:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Organization Finances

Current Bank Account Balance (Do NOT include projected income):

Does your organization collect dues?

If YES, please provide Amount of Dues Retained:

Does your organization fundraise or have other sources of income for this conference?

If YES, please provide amount: SOURCE(S): ________________

$ .

Please describe how your organization’s funds are spent (i.e. projects, charities, membership, etc.):


Conference Information

Conference Name:

Conference Location:

Date(s) of Conference:

Number REQUIRED to Attend: __________ Number Attending: __________

Please describe how this conference will benefit your organization, it’s members, and Duquesne:


Registration fee PER person: $ . X ____ people = Total Registration Costs: $ .

Travel cost PER person: $ . X ____ people = Total Travel Costs: $ .

Hotel cost PER night: $ . X ____ nights X ____ rooms=Total Hotel Costs: $ .

*It is SGA policy to not cover costs for gas, rental cars, food, insurance, or per diems. Total Request: $ .

Signature of Authorization by Org. President: X __________________ Date: __________

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Updated 12/8/14 TCM
Conference Appropriations Request Form

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This form must be completed in its entirety and turned into the S.G.A. office (Duquesne Union Room 302) no later than 3:00 p.m. on Tuesday, February 3rd, 2015. Requests received after this date will not be considered.

All organizations requesting funding are required to meet with the S.G.A. Finance Committee to present their request and answer any questions the committee may have. The S.G.A. Senate must vote on the Finance Committee’s appropriation recommendation before a reimbursement is issued.

Organization Name: Student Government Assn. (SGA)
Representative Name(s): Tyler McCardell
Local Address: SMC #6894
City/State/Zip Code: PGH, PA 15219
Phone Number: 717-475-8866
E-Mail Address: mccardellc@duq.edu

Organization Information
Total Members: 64
Was this an increase or decrease compared to last year? (circle one)

Please describe the purpose/mission of your organization:
The mission of SGA is to represent the voice of the student body, oversee campus organizations, and provide resources to clubs.

Please describe how your organization serves both its members and Duquesne as a whole:

SGA serves its members through leadership opportunities within the organization. We serve Duquesne as a whole through providing assistance to other organizations, participating in campus activities and volunteer service projects.
Organization Finances

Current Bank Account Balance (Do NOT include projected income): $4,431.87

Does your organization collect dues? NO

If YES, please provide Amount of Dues Retained: 

Does your organization fundraise or have other sources of income for this conference? YES

If YES, please provide amount: SOURCE(S): Fundraising + School Deans $450.00

Please describe how your organization's funds are spent (i.e. projects, charities, membership, etc.):

SGA Funds: The Loop Bus, SORC Room, Service Grants program, and Night of Lights. Some funds are also spent on internships and activities such as team-building and SGA promotions.

Conference Information

Conference Name: Conference on Student Government Associations (COSGA)

Conference Location: College Station, TX (Texas A&M)

Date(s) of Conference: March 1-4, 2015

Number REQUIRED to Attend: 0 Number Attending: 4

Please describe how this conference will benefit your organization, its members, and Duquesne:

COSGA is a tremendous benefit to SGA, as it will provide us with an opportunity to network with other student leaders, gain ideas on how to better develop student leaders, and showcase Duquesne as a national leader in student government.

Registration fee PER person: $300.00 X 4 people = Total Registration Costs: $1200.00

Travel cost PER person: $179.00 X 4 people = Total Travel Costs: $716.00

Hotel cost PER night: $99.00 X 3 nights X 2 rooms = Total Hotel Costs: $594.00

*It is SGA policy to not cover costs for gas, rental cars, food, insurance, or per diems.

Total Request: $2,010.00

Signature of Authorization by Org. President: [Signature] Date: 11/11/15

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Duquesne University Student Government Association

Conference Appropriations Disclaimer Form

The Student Government Association (S.G.A.) of Duquesne University holds Conference Appropriations once per semester. Any student organization that is recognized by and fully registered with the Center for Student Involvement is eligible to request conference funding from SGA once per semester.

Please initial next to each statement to certify that you have read and understand them.

☑ S.G.A. does not discriminate based on age, gender, race, color, nationality, disability, religion, sexual orientation, nor political affiliation.

☑ Student organizations who are requesting funding are expected to have adequately researched the details of their conference.

☑ Student organizations who are requesting funding are strongly encouraged to have fundraised or have intentions of fundraising in order to contribute to the costs of their conference.

☑ Funding is NOT guaranteed. Student organizations may request up to any amount they want, however it is up to the discretion of the S.G.A. Finance Committee to appropriate an amount if they so choose, and ultimately the S.G.A. Senate to vote on the committee’s recommendation.

☑ Each student organization’s request is unique in that each organization varies in its financial need, its fundraising efforts, and so forth. Therefore, it is not uncommon for organizations to receive different amounts of funding if they are appropriated.

☑ The S.G.A. Finance Committee may appropriate an amount of money to a student organization, however it must be voted on in a regular SGA Senate Meeting. Senators (voting members), Senators-at-Large (non-voting members), and the SGA Executive Board (non-voting members) reserve the right to ask questions including but not limited to, the organization’s structure, its activities on and off campus, its fundraising efforts, financial situation, and the details of the conference (what/when/where/costs/etc.) when the appropriation comes up for a vote in the meeting.

☑ The S.G.A. Senators have the right to vote in favor of or against a motion, or abstain however they see fit.

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Organization Representative Who is Requesting Funding

I, ____________________________, as a representative of the ____________________________ student organization of Duquesne University, do hereby certify that I have read and understand the above statements in regards to conference funding and the Duquesne University S.G.A.

Name (Printed): ____________________________

Signature: ____________________________ Date: ________________

Phone Number: ____________________________ E-Mail Address: ____________________________

Organization President

I, ____________________________, as the president of the ____________________________ student organization of Duquesne University, do hereby certify that I have read and understand the above statements in regards to conference funding and the Duquesne University S.G.A.

Name (Printed): ____________________________

Signature: ____________________________ Date: ________________

Phone Number: ____________________________ E-Mail Address: ____________________________

Organization Faculty Advisor

I, ____________________________, as the faculty advisor of the ____________________________ student organization of Duquesne University, do hereby certify that I have read and understand the above statements in regards to conference funding and the Duquesne University S.G.A.

Name (Printed): ____________________________

Signature: ____________________________ Date: ________________

Phone Number: ____________________________ E-Mail Address: ____________________________
Conference Attendance Agreement Form

I, ______________________________, hereby agree to fulfill all of the terms listed below as a participant in the following conference, __________________________ on the following date(s), __________________________.

I understand that as a representative of the __________________________ student organization of Duquesne University, I represent both the organization and the university. As such, I understand my actions at the conference will positively or negatively affect others’ opinion about my organization, Duquesne University, and my advisor.

I further understand that university funding is being spent to provide me with this educational opportunity. I will personally benefit from full participation and my organization will benefit through my experience when I bring back and share the knowledge and experience with others.

1. I will attend all aspects of the conference, including educational sessions, meetings, meals, and activities.

2. I promise that all of my actions during this entire trip will reflect positively on my organization, Duquesne University, and myself.

As a conference participant, I will engage in behaviors which are responsible, mature, and professional. Intoxication, use of illegal substances, and disruptive, abusive, or inappropriate behavior may result in breaking of conference, hotel, or university rules and may result in dismissal of the entire Duquesne delegation from the conference. In such instances, these behaviors may be referred to the Office of Student Conduct. If I am asked to leave, I understand that I must reimburse the organization and/or the university for any and all expenses that have been covered for my participation in the conference.

3. I agree to provide emergency information to my advisor before departure. I further agree not to leave the hotel or the group without telling the advisor and/or other conference participants, where, why, and with whom I am leaving.

4. I understand that I must provide my own personal expense money for meals not covered by the conference.

5. I understand that I will be personally responsible for any hotel room charges (i.e. damages, phone charges, cable charges, etc.) other than room and tax.

6. I agree to bring my health insurance cards with me in case of an emergency.

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