

Recognized Student Organizations requesting funding from the SGA Student Organization Account must meet the following criteria:

1. Fund availability for individual recognized student organizations requesting funds from the student organizational account will be determined by the Student Government Association at the beginning of each fiscal year based on enrollment and available funds per organization in the budget, not to exceed \$1000.00 per semester.
2. Travel requests must comport with the existing Bluefield State University policies and procedures.
3. Request should be submitted at least six (6) weeks prior to a schedule trip/activity to allow the processing of required paperwork, unless emergency conditions can be justified. The SGA Finance Committee will send notification to all Recognized Student Organizations at the beginning of each semester with general guidelines related to SGA funding. To receive funding, Recognized Student Organizations, must submit a Travel Settlement form with all receipts attached to be reimbursed.
4. Recognized Student Organizations are expected to raise a minimum of 40% percent of the total expenditure. Receipts must be maintained to ensure reimbursement.
5. A Student Organization must register with the Office of Student Activities and receive recognition status from the Vice President of Student Affairs & Dean of Students Office to be an officially Recognized Student Organization by the second Friday of the fall semester of the academic year.
6. Funds may be requested by a Recognized Student Organization for a social activity so long as the activity is open to the entire student body.
7. Preference for the use of these funds will be given by the Finance Committee to Recognized Student Organizations that are involved in competitions or representing Bluefield State University in regional or national conferences and/or conventions.
8. With regard to event funding request, recognized collegiate fraternal organizations shall be funded in the same manner as any other Recognized Student Organization if all other criteria are met.

The following requirements must be met when submitting a funding request to the SGA Finance Committee:

1. A Narrative justifying the request and a full budget of anticipated expenses.
2. A Budget including the following items:
 - a. Breakdown of expenses: motel, food, vehicles, fees, entertainers, etc.
 - b. Projected income for the event, describing fund raising activities.
 - c. Average prices for lodging and so forth, in the area of travel if the request includes travel. (Note: A sample budget will be available in the Office of Student Activities.)
3. Student Representatives from the requesting organization are required make themselves available to present to the Finance Committee and full SGA and to answer questions. Recognized Student Organizations are not permitted to substitute student representatives with faculty or staff advisors without advanced permission from the SGA Finance Committee Chairman or President. Requests should be made electronically to the Office of Student Activities for a general review and consultation before a representative is made available.
4. The full voting SGA membership is only responsible for approving funds, not for the distribution of said funds.