



**Student Government Association
Eagle Elevation
Individual Funding Request Form**

All individuals requesting funds from the Student Government Association must submit the **Request Form** via email to sga-directorfinance@georgiasouthern.edu. For more information, please see the Student Government Association individual funding [website](#).

Submission Guidelines

1. If you are attending OR presenting at a conference/event, please attach a flier or information about your event to this request form, the confirmation of registration, hotel confirmation, and a budget breakdown if applicable.
2. All applicants are required to submit a Letter of Recommendation from a faculty member at Georgia Southern University in order to be considered for funding.
3. FAC will only accept applications and presentations from the student/requestor who is attending the conference/event.
4. Applications with incomplete information will not be processed or will be subject to delays.

Check (✓) all of the following that apply:

- ☐ Attending a conference/event.
- ☐ Placement/ Clinical/ Internship

Rules and Regulations for Individual Requests:

1. The students must be an Undergraduate or a Graduate student who is in good academic and disciplinary standing at Georgia Southern University and have paid their student activity fees.
2. Students involved with Fraternity and Sorority Life can receive Individual Funding.
3. A Letter of Recommendation from a faculty member (Professor, Mentor, Academic Advisor, Other Advisors) at Georgia Southern University is required.
 - a. Each Faculty can only sponsor **three** individuals for a selected conference
 - b. Students must have a minimum Major GPA of 3.0, to be eligible. It must be included in the Letter of Recommendation
4. The applicant must be registered for classes during the semester of their travel.
 - a. If a student is traveling between semesters, they must also be registered for the semester following the travel.
 - b. Students can only request for funding once per semester
5. The maximum funding students can receive will be **\$500**.
6. The conference must be directly related to the student's major field of study.
7. The Student Government Association (SGA) does not fund study abroad programs or any class-related conferences or travel.
 - a. Placement for education and nursing majors and *unpaid* internships will be **taken into consideration** for those who have to travel more than 20 miles from their primary campus.
 - i. Location and schedule of placement/clinical/internship should be included in the Letter of Recommendation.
 - ii. Paid internships do not qualify for funding.
8. Please state the reasons for travel as related to your educational and professional development. The grant is not guaranteed; therefore, the applications that are well written and thoroughly answer all the questions will have a better chance of receiving funding.
9. The application must be received before the deadline and prior to the start of the trip or event.
10. All requestors must present to the FAC to receive funding. Presentations should be no longer than 10 minutes.
 - a. This should include a PowerPoint, or similar set-up, presentation that can be given along with the presentation. PowerPoints can be submitted with application.
 - b. Presentations should include information about the Conference/Event, cost breakdown, reason for travel, and other important information provided in the application.
11. All requestors granted FAC approval must attend the following SGA Senate Meeting in order to receive Senate approval before receiving funding.
12. If approved, the student will receive an award email notifying them of the amount being granted.
13. Any receipts must be turned in no later than 14 days after the conclusion of travel.
 - a. If the receipt is not turned-in, it will result in the **return of allocated funding**.
14. If more than 3 people are attending a conference through the same organization, you can use the Organization Funding Request.

Individual Request Form

Student/Requestor Name:	
Requestor's Primary Campus:	
Requestor's Eagle ID:	
Requestor's GSU Email:	
Requestor's Contact Phone Number:	
Requestor's Mailing Address (include Street Address, City, State, and Zip Code):	
Conference/Event title:	
Conference/Event Location:	
Date of Conference/Event:	
Purpose and expected outcomes (please describe in detail):	
Estimated cost:	Amount you are requesting (Not exceeding \$500):
Additional Notes: *Additional documents may be attached with request	

Signature: _____

Date Submitted: _____

Submission Checklist

- ☐ 1. Complete this request form.
- ☐ 2. Attach required supporting documents of the conference/event or speaker confirmation.
- ☐ 3. Submit the application and attached documents (at least 3 weeks before the event and by the submission deadline specified on the funding request schedule.)
- ☐ 4. Prepare a presentation and attend the required meeting with the FAC.
- ☐ 5. If granted FAC approval, attend SGA Senate Meeting following approval.
- ☐ 6. Email expense receipts to sga-directorfinance@georgiasouthern.edu no later than 14 days after the conclusion of the event/conference.

For questions, please contact:

SGA Vice President of Finance
sga-finance@georgiasouthern.edu