

Student Government Association
Eagle Elevation
Organization Funding Request Form

All groups requesting funds from the Student Government Association must submit the **Request Form** along with any supporting documents that you see necessary via email to sga-finance@georgiasouthern.edu.

- Organizations may receive a base maximum amount of $700* once per semester. For more information, please see the Student Government Association Organizational Funding website for the Organization Funding Policies.
    - *Maximum amount applicable is laid out in the Funding Request Policies and Procedures, under **Org Funding Policies**
- A budget spreadsheet must show an itemized estimate of total expenses for the program/event.
- This entire form must be completed and submitted at the same time.
    - This includes having an Organizational EIN Number. If you are unsure of your organization's EIN number please click here to request one prior to completing this form.
- Applications with incomplete information will not be processed or will be subject to delays.
- **Download** and complete the Supplier Information Form and W-9.
    - Students completing the Supplier Information Form and W-9 cannot be currently or within the past calendar year employed by the University System of Georgia, including Georgia Southern University.

Qualification Guidelines

1. Programs/events that encourage students to remain on campus for weekend activities.
2. Programs/events that encourage students to become involved in volunteer services.
3. Programs/events that foster campus pride and spirit.
4. Programs/events that encourage students to become involved in campus culture and create a sense of belonging at Georgia Southern University.
5. Conferences/events as defined in the Individual Request Form where 4 or more people from the same Organization are in attendance.

Contact Information

Name of Organization Requesting Funding (As it appears on tax document or other official documents):
Organization EIN Number (If you are unsure of your organization's EIN number please click here to request one.)
Organization Address (Must be the address on the organization's tax information)
Primary Campus:
Contact Person First Name:
Contact Person Last Name:
Position in Organization:
Contact Person Georgia Southern Email Address:
Contact Person Phone Number:
Contact Person Mailing Address (include Street Address, City, State, and Zip Code):

Program/Event Information

Program/Event Title
Program/Event Location:
Date and Time:
Target Audience:
Purpose of your program or event and expected results/outcomes (please describe in detail):

Estimated cost for your program or event?	Amount you are requesting (Not exceeding max available funding): **Amount has to be equal or less than the program or event cost*

Estimated number of attendees:

Will you be charging for this event? (Y/N)	If yes, how much will you charge per person?

Will other organization(s) be collaborating with you? (Y/N)	Will these organization(s) help with the cost of the event? (Y/N)	Name of Organization(s):

Would your organization be interested in partnering with SGA? (Y/N)	Would your organization be interested in being considered as an SGA Cares initiative? (Y/N)

Additional Notes: *Additional documents may be attached with request

Project Budget Worksheet

Line Item	Organization Contribution	Co-Sponsor Contribution	SGA Contribution	Total Cost
Supplies	$	$	$	$
Postage	$	$	$	$
Vehicle Expenses	$	$	$	$
Rentals	$	$	$	$
Advertising/ Promotions	$	$	$	$
Contract Fees	$	$	$	$
Registration Fees	$	$	$	$
Printing/ Publications	$	$	$	$
Lodging	$	$	$	$
Miscellaneous / Other	$	$	$	$
		TOTAL	**$**	**$**

If any area is not applicable, please indicate with $0

Additional Comments:

Last Updated: 09/24/2026

Signature Form

Contact Name: _____

Signature: _____

Date: _____

President's Name _____

Signature: _____

Date: _____

Advisor's Name: _____

Signature: _____

Date: _____

If the contact person is not reachable, the president will be called for questions. If no contact has been made, the Advisor will be called.

Submission Checklist

- ☐ Complete this request form in its entirety.
- ☐ Submit the application and any attached documents, including Supplier Information Form and W-9. Title the subject of the email "**EEF Request - Organization - [Organization Name]**".
- ☐ Prepare a presentation and attend the required meeting with the FAC. If you did not submit the presentation with your initial request, please send it as a separate email with the subject titled "**EEF Presentation - [Organization Name]**". Please ensure that the presentation is attached as a file, not as a link.
- ☐ If granted FAC approval, attend SGA Senate Meeting following approval.
- ☐ Email sga-directorfinance@georgiasouthern.edu with receipts attached no later than 14 days after the conclusion of the event/conference.