

A Look At Club Appropriations

Step 1 – Plan Your Event

- Having an event starts with the planning
- Consider all the variables and items associated with your event and start to list them out
- Be as detailed as possible (Better to be overprepared than under)
- Read up on the SGA by-laws to understand what can and can't be funded

Step 2 – Fill Out Template and Form

- Access the SGA website and click on the club appropriations form
- Fill out the form with Information about the nature of your event, other sources of funding, and why your event helps the student body
- Translate your rough event to a hard outline in the budget template though excel (remember to include links)
- Submit your form at least 3-4 weeks prior to your event

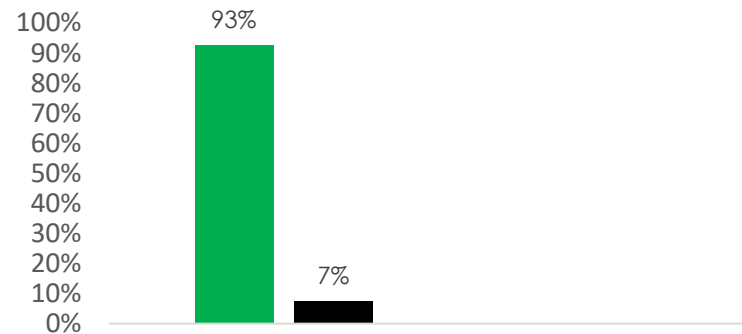
Step 3 – The Finance Committee

- Requests are presented to the SGA finance committee and approved, denied, or tabled based on the SGA By-Laws
- The Finance committee is comprised of Loyola's Senators and Student Body Vice President
- If approved, Clubs are connected to Erin Misiorek to work on ordering and disbursement of items.
- Execute your event

Essential Info

- Clubs are allotted a maximum \$1000 of funding by SGA a year (Seek out other sources of funding if possible)
- Food will not be approved unless it is deemed essential to the function of the club or event
- SGA does not offer reimbursements
- Clubs are funded a maximum of \$200 in gift cards
- Be prompt and do the best possible job you can

Requests Approved In 2023



Types of Events Funded: United States Capital Tour, Women in Tech Trek, Latin Fest 2023, Paint Your Pet Portrait Night, Down Syndrome Awareness Month, UN Intercollegiate Conference

Don't Hesitate To Reach Out

- If you have any questions or concerns about the Club Appropriations process: reach out to Alec Rahman, CFO (arahman2@Loyola.edu)
- For inquires about collaboration or circulation: reach out out to Reese Talbott, Director of Club Connections (rtalbott1@Loyola.edu)
- For follow-up on the disbursement of your funds: reach out to Erin Misiorek, Program Coordinator (enmisiorek@loyola.edu)

