



SGA Club Appropriations

Request Process, Tips, and Reminders



Club Funding Sources

Scan the QR code to explore the ways in which RSOs can request and receive funding for events and activities.



SGA Appropriations By-laws

Scan to review SGA's guidelines for approving funding requests.



SGA Appropriations Request Form

Scan to access, review, and submit an appropriations request.



Plan your event/meeting and brainstorm what items you'll need to execute the event.



Use budget template attached to the appropriations form to list the items you're requesting. Please include links!



Complete the appropriations request form in its entirety and submit.



You will hear from SGA's CFO with a decision. You'll then work with the Program Coordinator in OSE for disbursement of funds.

Keep in Mind!

- Submit requests by noon on Mondays to be considered in that week's SGA meeting.
- You should hear from SGA's CFO by end of day on Tuesday with their decision.
- If your request is approved, you should contact the Program Coordinator in OSE for next steps.
- Submit all requests **3-4 weeks in advance of your event** to accommodate SGA's timeline, shipping times, and turnaround from delivery to Stamp It to delivery to the OSE office.

QUESTIONS? EMAIL SGA CFO OFURE ADUBOR AT OGADUBOR@LOYOLA.EDU

Refer to SGA's website for more details on the Club Appropriations Process

<https://bridge.loyola.edu/sga/clubappropriations/>