



**REQUEST FOR APPROPRIATION OF
BANQUET OR SOCIAL ACTIVITIES EXPENSES**

The Student Government Association funds registered campus organizations in strict accordance with the SGA Bylaws. Requests must be filed in the SGA office no later than one week before the event. Any requests not received at least one week prior to the event will not receive funding. As a BASIC guideline, here are some funding rules (please refer to the SGA Bylaws for additional information):

*EXACT figures should be obtained from banquet halls, award shops, caterers, etc and stated as such on this form. Estimates should not be included.

Receipts incurred through the event accounting for expenses allowed by SGA must be turned in to the SGA office, Corona Hall, Room 218, within the two weeks following the event.

Organizations that do not follow the requirements stated in the SGA Bylaws will be placed on a probationary period of two semesters, not including summer semesters. During this time, they will not be able to receive any SGA funding.

I have read the rules and regulations regarding the spending allocated funds procured from the Student Government Association of the University of Louisiana at Lafayette and agree to comply with them under penalty of probation.

Signature of Organization's Student Contact Person

Date

Name (Print)

Advisor's Name (Print)

Phone #

Advisor's Phone #

E-mail Address

GENERAL INFORMATION

1. Organization to be Funded: _____
2. Name of Event: _____
3. College of Organization: _____
4. Date(s) of Event: _____

5. Location of Event: _____
6. Number of individuals attending: _____
7. Number of students attending: _____
8. Cost of banquet ticket or registration to attend the banquet: _____
9. Reasons for Hosting the Event: _____

10. How Will the Remainder of the Expenses be Funded (i.e. fundraisers, personal money, department or college donations, etc): _____

FACILITY EXPENSES

Please include here the cost of facility rental/usage for location listed above.

1. Facility Cost (if cost is on a per hour basis, please include the expected duration of the event): _____

2. Cost of help staff: _____

3. Rental fees _____
4. Other – please specify: _____

MEAL EXPENSES

Please only fill out this section if meals are to be served at the event.

Catered Events

1. Caterer/Food Provider Name and Contact Information: _____

2. Price per Person: _____

Non-Catered Events

1. Cost of Food to be Served (include drinks, meat, etc): _____

2. Preparation Supplies (i.e. condiments, grill utensils, charcoal, etc) _____

3. Serving Supplies (i.e. plates, napkins, trash bags, etc.) _____

AWARD EXPENSES

1. Name of Business Producing the Award Pieces and contact information: _____

2. Number and Type of Award Pieces (list each separately): _____

3. Cost of Award Pieces (include engraving costs but list each type of item separately):

MISCELLANEOUS EXPENSES

Please itemize other expenses not included in the above sections below, such as tickets, decorations, etc.

1. Other Expenses:

