

## SGA Funding Request Form

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| <b>What's your name?</b>  |  |
| <b>Who are you requesting Money for? (yourself, your hall, a club, an event, etc.)</b>  |  |
| <b>How much money are you asking for?</b>   |  |
| <b>When do you need it?</b>   |  |
| <b>How will you steward this money according to Corban's <a href="#">Mission and Values</a>?</b><br><i>Please feel free to attach additional documents that detail your request if desired.</i> |  |
| <b>Is there anything else we need to know about this request?</b>   |  |

### Instructions:

1. **Email** one of the following members of the Finance Committee to schedule your appearance to request funds:

**Angeliqe Natalia** ([angeligenatalia@corban.edu](mailto:angeligenatalia@corban.edu)) Committee Chair & Commuter Senator

**Eldanabi DelgadoGuillen** ([eldanabidelgadoguillen@corban.edu](mailto:eldanabidelgadoguillen@corban.edu)) Balyo/Davidson Senator

**Noah Gleason** ([noahgleason@corban.edu](mailto:noahgleason@corban.edu)) PVG Senator

**Jeannie Bonyadone** ([jeanniebonyadone@corban.edu](mailto:jeanniebonyadone@corban.edu)) Multicultural Senator

2. **Fill out and email this form** to the Senator you are corresponding with **and CC the Finance Committee Chairwoman** ([angeligenatalia@corban.edu](mailto:angeligenatalia@corban.edu)).

3. **Schedule and attend** a meeting with the Finance Committee. The time and location of the meeting will be decided upon in previous email correspondence.

4. **If approved**, get in contact with your VP of Finances; William True ([SGA.VPFA@corban.edu](mailto:SGA.VPFA@corban.edu)) He'll have further instructions for you. Ensure you follow those instructions!

**Important:** Please make sure you get in contact with the VP of Finances **THE DAY YOU ARE APPROVED!!!** We have a **STRICT 30-day approval policy**, and in order to be properly entitled to your approved amount you **MUST** get your receipts back to the VP of Finances **BEFORE** the same 30-day time limit is up. **You are responsible for this and are subject to have your funds denied if you are late!**