

SGA Funding Request Form

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

Instructions:

1. **Email** one of the following members of the Finance Committee to schedule your appearance to request funds:
(Primary) Ailsie Nakamura (AilsieNakamura@corban.edu)
(Secondary) DC Cline (DonaldCline@corban.edu)
2. **Fill out and email this form** to the Senator you are corresponding with **and CC the Finance Committee Chairman (JoshBarnes@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; Noah Gleason (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!**