

**Davidson County Community College
Request for Use of Student Activity Funds (SAF)**

All programs/events must follow 3 principles:

1. FREE for DCCC students to attend.
2. Program must be held ON THE DCCC CAMPUS.
3. Program must be open and inclusive to ALL DCCC STUDENTS

Today's Date: _____ (Must be submitted 3 Weeks Prior to Event Date)

Date Funds Needed: _____

Name of person(s) completing request: _____

Program/Event Information

Event/Program Title: _____

Program Date: _____

Start Time: _____ End Time: _____

Program Location: _____

Room Reserved: _____ Yes _____ No

Please write a brief description of this Event, Program or Activity:

How will this activity benefit DCCC students?

Itemized Account of Budgetary Needs

Total Estimated Event Budget:
\$ _____

Amount contributed from other sources:
\$ _____

Funding Amount Requesting from SAF: (Maximum Funding \$300)
\$ _____

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Student Organization:

Student Organization President's Name:

E-mail: _____ **Phone Number:** _____

President's Signature: _____ **Date:** _____

Advisor E-mail: _____ **Office ext. #:** _____

I, _____ am available to advise the above student organization on planning and executing the proposed program. If I have any questions, I will contact the Office of Student Life & Leadership at 6355.

Advisor Signature: _____ **Date:** _____

Criteria for Receiving Funding

- All student organizations in good standing that have completed the student organization registration packet, have been approved as a recognized student organization, attend regular SGA meetings (5 or more per semester), and participate in SGA sponsored events (Club Rush, Fall fest, Spring Fling, etc) are eligible to receive funding.
- Clubs must attach a copy of all their organization's meeting minutes up to the date of this funding request.
- The activity, event, or program that the funds are used for must be: 1) free for DCCC students to attend; 2) held on the DCCC campus; 3) inclusive to all DCCC students.
- The student organization must have been in existence for a minimum of one semester, have completed or at least in the process of planning one community service project, and is productively contributing as an organization to the College.
- An approved Event Approval Form (EAF) must also be on file with the Student Life Office.
- The maximum amount available to an organization for activities or events is **\$300** per year. The amount may be encumbered in one or multiple activities.
- Student organizations must agree to use the funds for the purpose for which they were allocated. Using funds other than the purpose for which they were allocated could result in the group having its Student Government allocation amount frozen for a period of time or losing its funding completely.
- Allocation of program funding is at the discretion & approval of the Student Government Association Executive Board and Director of Student Life.
- All requests for funding must be made in advance of the event.
- Reimbursements will not be given for unapproved spending.
- Supporting paperwork (receipts, invoice, etc,) must be submitted to verify use of funding.
- If approved, the money will be transferred to the student organization campus account or reimbursed with a check to the organization, **with original itemized receipt or invoice only.**