

## SGA Appropriations Process and Guidelines

### Application Process

1. Only student organizations, who are registered with the Office of Student Life, may apply for SGA appropriation funding
2. Complete the [SGA Appropriations Application](#) in its entirety so the appropriations committee can understand the full scope of your travel/event and your budget
3. Applications are due at least one week prior to an SGA meeting. See [www.uthsca.edu/sga](http://www.uthsca.edu/sga) for meeting dates (typically held the first Thursday of the month)
4. Appropriations may be requested for conferences and events
5. The appropriations committee chair will contact each group requesting money with further instructions
6. A representative from the student organization must be in attendance at the SGA meeting in which the appropriation will be discussed. The representative must be ready to present their request to the committee

### Guidelines

1. Student Organization must be in existence (recognized) at least one year before applying for SGA Appropriations
2. The nature of travel/event must benefit the university as a whole
3. Student organizations may only be awarded one appropriation per year
4. Travel
  - Appropriation funding may only be awarded for registration fees for conferences (Lodging, airfare, gas, mileage, etc will not be funded). Legitimate expenses only.
  - Meeting minutes approving the trip must be submitted with the form
  - Maximum funding per organization, per year, must not exceed \$1,000 for in-state travel (up to five students at \$200 each)
  - Maximum funding per organization, per year, must not exceed \$1,200 for out-of-state travel (up to four students at \$300 each)
5. Events
  - Maximum funding per organization, per year, must not exceed \$500
  - When applying for an event, appropriation funds cannot go towards the purchase of food. They should only be used to cover operating expenses (supplies, audio/visual requests, room reservations, facilities requests, cost of inviting a speaker, etc.)
  - Groups must open event to ALL students at the HSC and prove they have advertised to the entire university