



Budget and Funding Request Form

The Student Activity Fund is administered through the Dunwoody Student Government. This fund was established to support student initiated events and activities. It is intended to provide a secondary option after fundraising. This is for future spending and not a reimbursement for previous purchases.

The Budget Request Process

Please submit a **Budget and Funding Request Form** and a typed statement outlining the purpose of the funding and the impact it will have on your organization, department, and the College as a whole (if applicable) to Student Affairs, studentaffairs@dunwoody.edu.

- Up to \$200 can be requested in writing
- Fund requests over \$200 will also require a brief presentation by the individual organization representatives to the Student Government Association.
- Organizations can request funding up to \$1,000 total from SGA for the year.
- Students are also encouraged to do pre-approved fundraising activities that will increase the balance of their individual organization budget.



Budget and Funding Request Form

Name of Organization:

Name of Advisor:

Signature of Advisor:

President of Organization and Email:

Previous fundraising attempted (i.e. bake sales, raffles, etc.)

Amount Requested: \$ _____

If greater than \$200, schedule a time to present your request to the Student Government Association.

Please attach and submit a typed statement outlining the purpose of the funding and the impact it will have on your organization, department, and the College as a whole (if applicable) to Student Affairs, studentaffairs@dunwoody.edu.

Office Use Only

Transfer from Student Government Budget #: 00-00-400-460-0000-4995

Transfer to _____ Budget # 00-00-700-720 _____ -4995