

Florida Southern College  
Student Government Association  
Conference Budget Funds Request Proposal Form

Organization: \_\_\_\_\_

President: \_\_\_\_\_ Contact Number: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Anticipated total cost of conference: \_\_\_\_\_ Date of the Conference: \_\_\_\_\_

What are your goals for the coming year, and how will the funds requested be used to benefit the student body? \_\_\_\_\_

Does your organization have any additional funding? [Dues, **fundraising**, etc.]. If so, please describe: \_\_\_\_\_

Total Cost of Conference [see reverse to provide budget breakdown]: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Number of People in Organization: \_\_\_\_\_

Number of People Attending Conference: \_\_\_\_\_

The conference is (circle one): Leadership Development or Presentation

List the names and ID numbers of students attending. [Attach additional pages if necessary]. Please explain why you are sending *each* student. \_\_\_\_\_

Describe the conference, and what you will present, if applicable: \_\_\_\_\_

**FILL OUT THE REVERSE OF THIS FORM!!!**

How does your organization plan to bring your experience back to campus? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the name of the conference? [Please attach proof of conference in the form of a blank or completed copy of the registration form]. \_\_\_\_\_

Where is the conference held? \_\_\_\_\_

Hotel: \_\_\_\_\_

Price of hotel: [Please provide a hotel quote or receipt, indicating the price you will pay]. \_\_\_\_\_

Is this hotel required as part of the conference? [i.e. Why did you pick this hotel?]. \_\_\_\_\_

Describe the travel required to and from the conference destination. \_\_\_\_\_

Did your organization attend an SGA-sponsored campus leadership conference? \_\_\_\_\_

Please use the remaining space to describe any further budget breakdown for your conference request. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

***Those requesting funds for leadership conferences must submit proof of fundraising. This can be done by the submission of an advisor signed copy of a bank statement.***

For Office Use Only:

Date formed turned into V.P. of Finance Mailbox (with initials): \_\_\_\_\_

Date voted on: \_\_\_\_\_

Amount Allocated: \_\_\_\_\_

Restrictions: \_\_\_\_\_

V.P. Finance Signature: \_\_\_\_\_

Please remember to include ALL additional requested paperwork!