Student Life Funding

Request for Funding

Student organization budget allocation is an ANNUAL process with the Office of Student Life. This process takes place simultaneously with annual student organization registration. Annual requests for budget allocations should be completed by April 15th for funds desired for the next academic year. For a full description regarding student organization policies and regulations, including those related to funding, refer to the Student Organization Handbook, which can be found at www.westgatech.edu/sa

Other Faculty and Departments

Complete Budget Proposal with detailed description and benefits to WGTC students. Please attach copies of previous history of events or use. For Departments, a summary of the direct impact of your request for students is required to show that the request will have direct impact to students or student use and not just general use for the college.

When completing these forms, please consider everything that Student Life has helped fund in the past and provide documentation in your proposal.

Budget requests will be evaluated by the Student Government Association and final approved amounts will be sent to the listed advisor/sponsor via e-mail.

Use of Student Activities Fees (these are already included in the budget)

- Week of Welcome
- Homecoming
- Spring Fling
- GOAL
- Rick Perkins
- Quality Enhancement Plan
- VOICES
- Salaries + Benefits
- Student Life Scholarships

Not covered by Student Activities Fees

- Supplies- include paper, pens, program supplies etc.
- Food for individuals other than fee paying students
- All items that are not directly student related. Activity must have direct student impact
- Program cost
- Non-club or activity related field trip
- Membership fees
- Events not sponsored by the Office of Student Life

Please submit all documents by April 15th to studentlife@westgatech.edu
Request for Funding
(From Student Life Funds)

Please complete form and attach all documentation to request funding from Student Life funds. Requests are due by April 15th to the Manager of Student Life. Once compiled, all requests will be evaluated and approved by the Student Government Association.

Organization or Department: ____________________________________________

Activity or Event: ___________________________________________________

Amount Requested: _________________________________________________

1. Please provide a detailed description and itemized request of all funding needed.

2. Please also describe how your request will benefit the students, faculty/staff, and the college.