

McMurry University
Student Affairs
McMurry Student Government

**McMurry Student Government Sponsorship
Funding Request Form**

The Appropriations committee will evaluate your responses to the following questions/criteria in making the decision in sponsoring your organizations event. Please provide detailed responses to each of the following questions.

Unlike a standard appropriation, a Sponsorship may be used to request assistance from MSG that extends further than the disbursement of funding.

Sponsorship Forms must be turned in to the Appropriations comitee two weeks prior to the organization's event/activity/program, if not, your request is subject to be denied.

Organization Information

Name of Organization: _____	McMurry Box #: _____	
Representative of Organization: _____	Phone #: _____	
Email: _____		
On/Off Campus Advisor/Sponsor – Name: _____	Dept. _____	
Extension: _____	McMurry Box #: _____	Signature: _____
Email: _____		

Event/Activity/Project Details

Name of Event/Activity/Project: _____
Amount Requested: \$ _____
Estimated Total Cost of Event/Activity/Project: \$ _____

Reporting after Event/Activity/Program:

1. The student organization must submit proof of expenditures to the MSG Treasurer ***no later than 5 days from the date of the scheduled event/activity/program***. Proof may be submitted in the form of a receipt, invoice, online order, or other legitimate document. Any funds not used must be returned along with the expense report and receipts.
2. The McMurry Student Government must be named as a sponsor of the event, and it must be advertised as such in all forms of advertisements.
3. Failure to submit reports as outlined in items 1 and 2 above shall result in that group or individual losing the right to petition for funds for a full calendar year from the required due dates listed above, the return of the requested amount to MSG, and possible revocation of McMurry University Student Association organizational recognition.

Office Use Only

MSG Treasurer's Signature: _____

Date Received: _____

- Approved or Denied
- Expense Report Submitted
- Report to MSG Completed

How does this event/activity benefit the student body?

Describe what the money will be used for, BE SPECIFIC:

What role will MSG play in the organization? (i.e. needing assistance in putting on the event, just sponsoring, etc.)