

McMurry Student Government Funding Request Form

Before an organization may request funding, it must first be an officially recognized student organization. A student org can achieve this via the recognition form. If the funding requested is for a student event/activity/project organized by the requesting organization, they should first complete the student event request form. Secondly, if the Event/Activity/Project is a fundraiser or involves any sale or donation request, the hosting organization should complete the fundraiser request. Lastly, MSG advises that the hosting organization, when applicable, complete the marketing request form to best market the event/activity /project to the student body. You can find all of these forms on the MSG Student Events page of the McMurry Website.

Organization Information

<input type="checkbox"/> Name of Organization: _____
<input type="checkbox"/> Name of Representative of Organization: _____
<input type="checkbox"/> Representative Email and Phone # _____
<input type="checkbox"/> McMurry Mailbox # of Organization or Representative: _____
<input type="checkbox"/> Name of Organization's On/Off Campus Advisor/Sponsor: _____
<input type="checkbox"/> McMurry Phone Extension of Advisor/Sponsor: _____
<input type="checkbox"/> Email of Advisor/Sponsor: _____
<input type="checkbox"/> McMurry Mailbox # of Advisor/Sponsor: _____
<input type="checkbox"/> McMurry Department of Advisor/Sponsor: _____
<input type="checkbox"/> Signature of Advisor/Sponsor: _____

Event/Activity/Project Overview Information

<input type="checkbox"/> Name of Event/Activity/Project: _____
<input type="checkbox"/> Amount of Funds Requested: _____
<input type="checkbox"/> Estimated Total Cost of Event/Activity/Project: _____
<input type="checkbox"/> Estimated Number of McMurry Students Impacted by Proposed Funding: _____

Post Event/Activity/Program Reporting Requirement

- | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> The organization must submit proof of the expenditures to the MSG Treasurer no later than five business days after the date of the purchase. |
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Failure to submit proof of expenditures within the allotted time OR use of funds in a manner inconsistent with the approved usage will result in the revocation of the ability to request funds for the rest of the calendar year. MSG reserves the right to request repayment of disbursed funds in either case.

¹This may be in the form of a receipt, invoice, order form, or other legitimate document.

²Any individual line item/service exceeding \$200 must be paired with an email, website screenshot, or similar documentation that can verify the price of the item/service. Document(s) should be submitted to the treasurer with the appropriations/sponsorship form by print out or digitally.

Descriptive Information

<input type="checkbox"/> Please provide a detailed description of how the proposed event/activity/project will benefit the student body:	
<input type="checkbox"/> Please provide a detailed description of the use of funds in the form of an itemized list of projected purchases that approximately totals the amount of funds requested ³ :	
Item:	\$ Amount:
<input type="checkbox"/> Requesting Appropriation	<input type="checkbox"/> Requesting Sponsorship
(For Sponsorships Only) A brief description of what role MSG will play in the sponsored Event/Activity/Project ⁴ :	(Check One)³ A brief description of how you will credit MSG for its sponsorship/appropriation ⁵ :

³The difference between a sponsorship and an appropriation is an appropriation is for funds only, where as a sponsorship requests funds or other things from MSG.

⁴I.e. providing assistance in planning or executing the event, providing outreach or marketing assistance, etc.

⁵I.e. social media posts, MSG logo on posters or other distributed marketing materials, verbal shout-out at event/activity/project, etc.