



Shippensburg University Student Government Association
 Special Funding Request Form
 Fiscal Year 2024 – 2025

This form is to be filled out for each special funding request that a student group wishes to make. These allocations are to be considered on a case-by-case basis. This request shall include an itemized proposal. Incomplete requests will not be considered. All request forms must be typed. This form will also be used to request capital budget funding.

In the fiscal year (24-25), clubs and club sports may be awarded a maximum of \$1,000 in special allocated funds.

In the fiscal year (24-25), organizations, boards, performing arts, and media may be awarded a maximum of \$2,000 in special allocated funds.

In the fiscal year (24-25), new and other groups that were ineligible for an operating budget may be awarded a maximum of \$500 in special allocated funds.

- Instructions:**
1. Outline your requests by account and amount in the table below.
 2. Use page 2 to justify your requests for each amount in detail. Attach additional sheets and documentation as needed.
 3. After the table and justification sections are completed, the form will be reviewed and signed by one officer and an advisor (and approved by the department of Recreation/Wellness, if a club sport).
 4. Forms will be submitted via email to the SGA Vice President of Finance at sgavpfinance@ship.edu and ssinc@ship.edu. Requests must be submitted at least 14 days before planned use of funds.

Name of Organization:

Organization #

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Account Description	Account #	Requested Amount	**B&F Committee use only** Actual Award	**B&F Committee use only** Capital Expense (Y/N)
Total		\$	\$	

Form reviewed & submitted by: _____
 (Advisor name) (Signature) (Date)

Form reviewed & submitted by: _____
 (Officer name) (Signature) (Date)

Form reviewed & submitted by: _____
 (Recreation/Wellness) (Signature) (Date)
 Club Sports Only

Special Funding Request Justification

*Please use additional sheets as needed.

Please provide detailed information about each account that the group is requesting funding. A full list of account numbers can be found at: www.ship.edu/life/clubs-organizations/ssi/forms/ (Appendix 01 – Description of Accounts).

Account Description	Account #	Amount Requested: \$
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Justification:

Account Description	Account #	Amount Requested: \$
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Justification:

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Justification: