



Student Government Association Organization Partnership Request Form

Application must be turned in at least three weeks before event date to be considered.

Please have application TIME STAMPED at SGA front desk in STU 306.

- ▶ **Eligibility:** All registered student organizations are eligible to submit a request for partnership. There is no limit on the amount of funding an organization can request.

- ▶ **Requirements:** You must submit the following documents with your completed application:
 1. **A maximum of 450-500 word summary** describing the purpose of your event and what activities you have planned for the event. Please make clear the expected attendance and how you plan on marketing the event to the campus community. If the event has happened in the past, please provide figures from previous years' events, including the projected budget and attendance amount. How do you believe this event will be beneficial to the MTSU community, and why do you believe the Student Government Association should partner with your organization?
 2. **Invoices, printouts of cost estimates and any other information** that would provide further clarification about the amount of funding requested.
 3. **Artwork for t-shirt designs, posters or any items purchased** that will bear the SGA logo if approved for funding must be submitted to the Vice President of Marketing for approval.

▶ EVENT INFORMATION

Event Name: _____

Date & Time: _____ Location: _____

Expected Attendance (MTSU Students): _____ Non-MTSU Students: _____

Event Description: _____

▶ ORGANIZATION INFORMATION

Organization Name: _____

Number of student members: _____

What is the official purpose of the organization _____

▶ PREPARER'S INFORMATION

Name: _____ Position: _____

Email: _____ Telephone: _____

► **COST BREAKDOWN**

Please list all expected costs for the event.

- **FOOD** – If you are planning on buying food for the event from an outside vendor, you may only spend up to **\$500.00** total per MTSU policy. If you are planning on spending over \$500.00, you must obtain prior approval from MT Dining or have the food catered through MT Dining.
- **T-SHIRTS** – Any t-shirts or promotional materials funded by SGA must bear the SGA logo in their original design.

Expense Item	Description	Price per Item	Quantity	Total

(Continue on separate page, if necessary)

Total Expenses: _____

► **OTHER SOURCES OF FUNDING/REVENUE:**

Please clarify any other sources of funding you will receive to help fund this event (including club member dues, contributions from other departments, etc.) You should also indicate whether you will be earning any revenue from the event (i.e. entry fees, etc.) Please note that **SGA cannot provide any funding for charity fundraisers.**

Source	Description of Contribution	Total Expected Contribution

Total Contributions: _____

Total Requested Amount: _____

Additional Policies:

Failure to submit any requested materials 5 classroom days prior to the event will result in loss of SGA funding.

The Student Government Association will directly purchase items. No organization will receive direct funding. This partnership is not on a reimbursement basis.

The below SGA disclaimer must be included on all printed advertising materials (flyers, banners, etc.). Electronic media advertisements shall be accompanied with the below disclaimer if not directly affixed on graphics without exception:

"This event has been financially partially supported by the Middle Tennessee State University Student Government Association (MTSU SGA). The views contained herein at this event or program does not necessarily represent the views of the MTSU SGA, the SGA President, officers, members or the University. The Student Government Association is fully in accord with the belief that all events and programs should be afforded the same opportunities that all US Citizens receive from the First Amendment of the United States Constitution."