



Club Travel Funding request Form

Note: In order to support students who represent FVTC, SGA will fund 90% of the cost of travel, registration, and hotel of any student who qualifies (via a state, regional or other similar competition) by placing

1st, 2nd, or 3rd to compete in a national competition. Proof of qualification must be submitted along with this form as soon as possible. All other attendees will be funded at a rate based off a points chart attached.

Club name: _____

Club Advisor name: _____ Will this cost cover advisor to attend: _____

Number of students attending: _____ Did any students place in the top 3: _____

Number of SGA/OSB Board meetings attended: _____

Completed Club Action Plan/updated Club Constitution and turned in to Student Life: _____

Reason for funding request: _____

Date of activity: _____ (Please note forms must be turned in minimum 2 weeks prior to need for funding)

Amount to be covered by students: _____

Amount of money club has raised for this activity: _____

Amount of money club still plans to raise for this activity: _____

Has your club requested money from the SGA in the previous calendar year: _____

If yes, how much was approved, date, and for what activity: _____

Current club balance: _____ Total amount requested: _____

List all per person travel costs associated with request. For example: hotel, registrations, airfare.

Club President Signature: _____

Club Advisor Signature: _____

This form must be completed in order to process requests for travel funding. Form must be turned in one week prior to presenting to the SGA Executive Board. Request will be automatically denied if not presented by a club representative. (Submit form at open meeting – present at next week board meeting – decision made within a week after presenting)

FUNDING POINTS CHART

(TO BE FILLED OUT BY SGA BOARD)

- Of the last 18 SGA meetings how many were attended by the club? *(10pts possible)*
 - 1-4 5-9 10-13 14-18 _____ *(2pts,4pts,6pts,8pts)*
 - How many were by 1 member _____ How many by 2 or more _____
(Points for attendance is the higher of the 2 above)

- Percentage of cost fundraised for or expecting to raise? *(10pts possible)*
 - 0-10% 11-20% 21-30% 31-40% 41-50% 51-60% 61-70% 71-80% 81-90% 91-100%
(Each level is worth 1 additional point 1pt being lowest 10pts being highest)

- Has SGA funding been used in this school year? If so what percentage was covered? *(5pts possible)*
 - 100-91% 90-81% 80-71% 70-61% 60-51% 50-41% 40-31% 30-21% 20-11% 10-0%
(Each level is worth 1/2 additional point 1/2pt being lowest 5pts being highest)

**For the next 2 bullets rate on a scale of 1-4
(1 being low, 4 being high)**

- Is the club active on campus (i.e. Open house, student events)? _____ *(4pts possible)*
(Do not count SGA meeting)

- Has the club taken part in collaborative events? _____ *(4pts possible)*

**Next 2 bullets please circle closest answer
(Each level is worth 1/2 point up to 2)**

- Does registration cover costs of food? (based on 3 meals a day) *(2pts possible)*
 - 100-75% 74-50% 49-25% 24-0%

- Maximum amount students willing to cover? (%) *(2pts possible)*
 - 0-25% 26-50% 51-75% 76-100%

Has the club submitted an article to Fox Times _____ *(1point possible)*

Was the club prepared in their presentation to the board? _____ *(2 point possible)*

Points will be awarded by each voting member and averaged. Award percentage will correlate to average score giving by board members multiplied by 2. There are 40 points available.