



SGA FUNDING CHECKLIST

Use this checklist to ensure that there are no problems leading up to receiving funding from the Student Government Association of Youngstown State University.

Before applying for funding, make sure you meet these requirements:

- Have at least two (2) members attend a minimum of three (3) sessions and the keynote speaker at the Student Leadership Summit during the academic year your event/travel will take place. **At least one of these sessions must be the SGA Financial Appropriations session.**
- Ensure that your organization is an active organization through the Office of Student Activities. If unsure, the Office of Student Activities can be reached at (330) 941-3575.

Ensure that the event you are applying for meets these criteria:

- This application is for a SPECIFIC event or travel.
- This event or travel does NOT satisfy a graduation or course requirement.
- The organization is not requesting funding for any person that is not a student of Youngstown State University. (Example: SGA cannot cover costs for a faculty advisor to participate in your event/travel)
- If this is an event that will be hosted on or around campus, it is open to either all YSU students **or** the general public. (This does not apply to travel related events.)

Application

- The application is submitted a minimum of 4-6 weeks prior to the event/travel date.
- Submitted the appropriate application found at: <https://sga.yzu.edu/applications>.
- The organization has received an email regarding the SGA Financial Affairs Meeting.

Meeting with the Financial Affairs Committee

- A knowledgeable representative has been designated to attend the virtual Financial Affairs meeting.
- The designated representative is prepared to present a description and benefits of the event/travel that is being applied for, and the community service and fundraising that the organization has done.
- A representative has attended the Financial Affairs meeting virtually through Webex.

Meeting with Student Government Body

- A 30 second written or video statement has been submitted to be read or played at the virtual SGA legislative body meeting discussing the funding request. (This is optional, but highly recommended.)
- The organization has received an email regarding whether or not funding was approved and the amount of funding received.
- The organization has scheduled to meet with SGA & Student Activities (for student organizations) or a representative from Campus Recreation (for club sports) to further discuss my organization's funding. **It is very important that you do this as soon as possible.**

These are basic qualifications. Meeting these qualifications is not a guarantee of funding. If you have any questions or concerns throughout the application process, do not hesitate to reach out to Nina Matzye, Vice President for Financial Affairs of Student Government Association. He can be reached at:

Phone: (330) 941-3382

Email: nlmatzye@sytudent.yzu.edu