

SGA Office Workers: Please stamp time and date received

SGA Student Lecture Fund Application

The Student Lecture Fund (SLF)

• **Who/What is it for?**

The SLF is available to any SGA chartered organization. The event must take place on Smith campus and must be available to the entire Smith community.

• **What are the stipulations of its use?**

The SLF can only cover up to half of a speaker's total cost (including transportation, accommodations, and honorarium, but nothing else, eg: not food or publicity). The event must take place on Smith campus and be free of charge. Occasionally, organizations may be granted permission to use the SLF for events in which an admission fee is charged. Please note if you would like to apply for this consideration.

• **Where does the application go? When will I find out the result?**

The application should be turned in at the SGA office (CC206). Generally, if the application is turned in by **7:00 p.m. on Tuesday**, it will be acted upon at the SGA Cabinet meeting on Thursday. No applications will be acted upon during the dates of **Thursday, December 11th, 2009** and **Thursday, January 28th, 2010** or **after Thursday April 22nd, 2010**.

• **Who can I contact for more information?**

SGA Treasurer: Hailey Bird, hbird@smith.edu, or x7767

I. Applicant Contact Information:

Name: _____
(Org name & name of primary contact)

Extension: _____ E-mail: _____ Box #: _____
Org Code (4 digits): _____ Account # (5 digits): _____

II. Event Information:

Brief description of event: (speaker, location, publicity efforts, date, etc.):

Total Amount Requested from the SLF \$ _____

III. Proposed Detailed Budget:

Item Anticipated Cost

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

Note: Grand Total / 2 = maximum amount one can request from SLF

IV. Other Sources of Funding

Please outline other sources that you are soliciting for funding, including the amount requested from each source. Please also note if the applications are pending or have already been approved.

Funding Source Pending Approved Amt. Requested/Granted

_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Has your organization set aside any of your budget for this event?

V. Please read and sign the checklist

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED.

SGA STUDENT LECTURE FUNDING APPLICATION - CHECKLIST

Name (Organization): _____

Please \checkmark check all the way to the bottom:

____ I have read and understand the instructions.

____ I have applied to Organization Resource Committee (applies to chartered organizations) or other sources of funding before coming to SGA (applies to individuals).

____ I have attached a brief statement about the event (including date, time, place, etc.)

____ I understand the event must be located on Smith campus and free of charge to Smith students.

____ I have attached a confirmed space reservation form for the event.

____ I understand SLF can only cover up to half of the speaker's total cost.

____ I have attached an airfare quote for the speaker (if airfare travel is part of the proposal)

____ I have attached a hotel quote for the speaker.

____ I understand that I must bring original receipts to SGA office within one week after the event or beforehand if receipts are available, in order to receive reimbursement (not to exceed the pre-approved amount).

____ I understand that if the expenses are ultimately *less* than the pre-approved funding amount, the organization will be reimbursed only for the amount spent, and not the full pre-approved amount.

____ My signature certifies that the information provided and the answers to all questions are accurate on all forms submitted.

Signed _____ Date _____
(original signature required)

(Attach this sheet to your application)