

Emerson College Student Government Association

2013-2014 Appeals Packet

SGA Appeals Packet Checklist:

- SGA Appeal Cover Page
 - Under “Reason for Appeal,” draft a brief letter to SGA describing the organization appealing and arguing the importance of the appeal.
- List of Organization’s Active Members (including major and year)
- List of Event/Trip/Project Participants (including major and year)
- Organization Budget Breakdown Sheet
- Event/Trip/Project Itemized Budget Breakdown
 - A detailed list of all components of event/purchase.
- 1 Hard Copy with Authorized Signatures
- Five Minute Presentation

Please keep in mind that submitting an SGA Appeal packet is a last resort:

- First Resort: Reasonable cost cutting.
- Second Resort: Re-prioritizing your Organization’s budgeted funding allocation.
- Third Resort: Independent Fundraising.
- Fourth Resort: Co-sponsorships from departments and organizations.
- Fifth Resort: In-kind donations.
- **Last Resort: Submitting an SGA Appeal packet.**

Be sure to meet with the SGA Executive Treasurer to discuss your Appeal.

To submit a packet, please duplicate this file and fill in the copy you create. Contact the SGA Executive Treasurer to confirm your expenditures and account balance prior to submitting the appeal packet. E-mail this completed packet to [the SGA Executive Treasurer](#), and submit a hard copy of the Authorized Signatures Form to the Treasurer’s inbox located in the back of the Student Life Office (2nd Floor of Piano Row). For more information about SGA Appeals, please refer to the [2013-2014 Treasury Handbook](#). Additional information may be required by the SGA Executive Treasurer

Emerson College SGA Appeals Cover Page

Name of Organization:

Account Number:

Title of Event/Purchase:

Organization President:

Phone:

Email:

Organization Treasurer:

Phone:

Email:

Reason for Appeal:

Organization Budget

SGA Allocation 2013-2014: \$

Expenditures to Date:

Total Left in Organization Budget: \$

Event/Trip/Project Itemized Budget Breakdown

Please set priorities by ordering items you are asking for in the appeal.

Description -
Amount -

Description -
Amount -

Description -
Amount -

Add as many items as your event requires

Total cost: \$ _____

Total funded by organization: \$ _____

TOTAL AMOUNT APPEALING FOR: \$ _____

PLEASE DOUBLE CHECK ALL YOUR MATH!

Authorized Signatures

Signature of the Organization President: _____

Signature of the Organization Treasurer: _____

Signature of the Organization Advisor: _____

You do not need to scan in the signatures. The hard copy of your appeal packet must be turned into the SGA Executive Treasurer's inbox in the Office of Student Life (150 Boylston St., 2nd Floor) with Authorized Signatures included.