

Emerson College Student Government Association
Appeals 2012-2013 Packet

SGA Appeals Packet Checklist:

___ SGA Appeal Cover Page

___ Organization Letter to SGA

-A brief letter to SGA describing the organization appealing and arguing the importance of the appeal.

___ Organization Budget Breakdown Sheet

___ List of Organization's Active Members (*including major and year*)

___ List of Event Participants (*including major and year*)

___ Fundraising Sheet

*-Reminder: The organization appealing must fundraise **at least** 10% of funds appealing for before the appeals packet is submitted.*

___ Event/Purchase Budget Itemized Breakdown

-A detailed list of all components of event/purchase. Please set priorities by rank ordering items you are asking for in appeal. (Start with 1 being top priority.)

___ Five Minute Presentation

___ 1 Hard Copy of Authorized Signatures

Emerson College Student Government Association

Appeals Cover Page

Name of Organization:

Account Number:

Organization President:

Phone: _____ Email: _____

Organization Treasurer:

Phone: _____ Email: _____

Title of Event/Purchase: _____

Reason for Appeal:

Amount asked for in the appeal: \$ _____

This amount is the difference between the sum of the amount funded by the organization and the amount fundraised (minimum of 10%) and the total cost of the event/trip/project.

For example:

Total Cost of Event - (amount fundraised + amount funded by org) = Amount asked for in appeal

Emerson College Student Government Association
Authorized Signatures

Signature of the President: _____

Signature of the Treasurer: _____

Signature of the Advisor: _____

You do not need to scan in the signatures. The hard copy turned into the SGA Treasurer's inbox will suffice.

Emerson College Student Government Association
Organization Budget

SGA Allocation 2011-2012: \$ _____

Expenditures to Date: \$ _____

List of all Expenditures to Date:

Total Left in Organization Budget: \$ _____

*Contact the SGA Treasurer at sga_treasurer@emerson.edu to confirm these expenditures
and account balance*

**Emerson College Student Government Association
Fundraising**

Amount Independently Fundraised: \$ _____

Explain Fundraiser Source(s):

Co-Sponsorships Amount: \$ _____

Organization: _____

Amount: \$ _____

Please note fundraising must be at least 10% of the amount you are appealing for, and that you must deduct this amount from the initial appeal amount.

For example, if you are initially asking for \$1,000, your fundraising amount must be a minimum of \$100. You would then subtract the \$100 to get the total appeal amount of \$900.

Emerson College Student Government Association
Event/Purchase Budget Itemized Breakdown

**Description -
Amount -**

**Description -
Amount -**

**Description -
Amount -**

Add as many items as your event requires

Total cost of event:

Total funded by organization:

Total fundraised:

TOTAL AMOUNT APPEALING FOR: \$

**PLEASE DOUBLE CHECK ALL YOUR NUMBERS TO ENSURE THE MATHEMATICS ARE
CORRECT**

E-mail this completed packet to sga_treasurer@emerson.edu, and submit a hardcopy of the Authorized Signatures Form to the Treasurer's inbox located in the back of the Student Life Office (2nd Floor of Piano Row). You will be contacted regarding your possible appeal hearing date within one week of your complete submission.