



Odessa College Student Government Association Fund Request Form

Date / /

Please fill out this fund request form to request funds from OC SGA to alleviate your travel/event cost. Please keep in mind that **OC SGA does not guarantee to cover your travel/event in full**. The highest amount you can request is \$2,500. OC SGA will allocate 1/3 or the lesser amount being requested. The monies allocated to your organization must be used for travel purposes or event purposes. **No monies allocated by OC SGA can be used for profit (fundraisers)**. Also, keep in mind that your organization can request funds 3 times a year. We suggest: Fall, Spring, and Summer. We kindly ask that you include our OC SGA logo on your printed materials or advertisement. Please make sure to keep all receipts from all your purchases. Reminder, all your purchases must be tax-exempt. If you need our tax-exempt number please contact Elyssa Garcia at eogarcia@odessa.edu or 432-335-6313.

This form must be submitted to Elyssa Garcia - Director of Student Activities 3 weeks prior to the trip/event.

Organization Name _____
 Name _____ Email _____
 Advisor _____

Trip Destination of Trip _____ Dates Traveling / /
 Event on Campus Date of event / /
 Event off Campus Date of event / /

Activity Budget Plan

Material Needed	Price	Quantity	Total
			0
			0
			0
			0
			0
			0
Total:			\$ -

Travel Budget Plan

Expense Item	Price	Quantity	Total
			0
			0
			0
			0
			0
			0
Total:			\$ -

How will this event/ trip benefit your organization?

How will this event/ trip benefit OC?

Student Signature _____
 Advisor Signature _____