



# Financial Allocations for Organizations (FAO)

Allocation Request Form  
Senate Working Fund  
Student Government Association  
University of Central Florida

FAO #: \_\_\_\_\_  
Reversion Date: \_\_\_\_\_  
Page 1/2

Please attach a list of itemized quotes for all requested items. Read funding policies. Please print in blue or black ink. Return to the SGA front desk in Student Union Room 214 before the next regularly scheduled FAO meeting and at least 4 school weeks before the funding is needed.

Organization Full Name: \_\_\_\_\_

Senator's Name: \_\_\_\_\_

Have you contacted your senator about this allocation? Yes No

OSI Organization Classification (Circle One)	Academic	Greek Social	Service	Sports & Recreation
	Creative Arts	Honorary	Social/Political Awareness	Regional Campus
	Culture/Ethnic/International	Religious/Spiritual	Special Interest	

Authorized Officer's Name \_\_\_\_\_ PID \_\_\_\_\_

Authorized Officer's E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Funding Type: Event General Promotion for Organization

Project/Program/Event Name: \_\_\_\_\_

Description of Funding Use: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_ Location of the Event: \_\_\_\_\_

### Funding Policies:

1. Funding may only be used for campus wide events, projects, and promotions.
2. In order for an organization's request to be considered, an authorized officer of the organization must attend an FAO Committee meeting to present the allocation request.
3. Organizational eligibility is determined by the organization's status with the Office of Student Involvement (OSI).
4. The FAO committee may allocate a maximum of \$1,000 per organization one time per semester (Summer, Fall, and Spring). Only one request may be approved per semester.
5. No money will be allocated to fund costs of food, refreshments, or decorations, unless they are cultural in nature and related to a multi-cultural event.
6. Award ceremonies, banquets, shirts, and awards/trophies are excluded from funding eligibility at the discretion of the FAO committee.
7. If this request is approved, an authorized officer must meet with an A&SF Accountant following the next scheduled Senate meeting.
8. All authorized officers from the organization must successfully complete a financial training workshop prior to the use of the allocated funds.
9. The SGA logo must be on all tangible advertising and distributed material and must be approved by ORC prior to distribution.
10. A Post Event Form must be filled out and submitted to ORC within 30 days after the program's date unless otherwise specified.
11. Allocation requests or questions should be directed to the FAO Chair (sga\_fao@ucf.edu).

I hereby swear and affirm that I understand the above requirements regarding this allocation request.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

