Student Government Association

Pepperdine University’s SGA allows students to express concerns and desires for improvement, and serves as an intermediary council between Pepperdine University administration and students in order to initiate and promote activities for the general good of the student body.

A **General Fund Resolution** requests funding for an event or initiative. In the resolution, the following must be stated:

* + How many people will be in attendance?
	+ What is the overall cost of the event/initiative?
	+ How much you have already raised?
	+ How much do you need from SGA?

* 1. All SGA resolutions **must be authored or co-authored** by a current Pepperdine University Seaver College student.
	2. After you are done drafting the resolution, find a member of SGA to second the resolution, and then email it to the SGA Vice President of Administration at SGAadminVP@pepperdine.edu. A SGA voting member (Class President, Class Senator or Executive Board member) **must second** the resolution for it to be presented on a SGA meeting agenda.
	3. **All resolutions are due by Monday at 3:00PM** before the Wednesday meeting you want to present said resolution.
		+ For example, if you want to present a resolution on Wednesday, October 3, you would have to submit the resolution to the SGA Vice President of Administration by Monday, October 1 at 3:00PM.
	4. If the V.P. Admin accepts your policy resolution, you must present your resolution in front of the SGA Senate on Wednesday morning at 8 AM. The V.P Admin will give you further details.
	5. *What to expect when presenting your resolution?*
		1. Attend the SGA Wednesday Morning Meeting at 8 AM in the TAC 1 Conference Room, unless informed otherwise. A member of SGA will ask you to sit outside until you are called into the meeting. After being called into the meeting room, you will be asked to read your resolution aloud, explain it in further detail, and then answer questions about your resolution from the SGA Senate. After the question and answer session is over, you will be dismissed, the SGA Senate will then vote on your resolution, and the SGA Vice President of Administration will email you with the results of the SGA Senate vote.
	6. *What do I do if the resolution passes?*
		1. Work with Vice President of Finance to figure out the best way to receive your approved and appropriated funds.

Resolution

General Fund

*Title Relevant to Resolution*

Resolution #XX (\*will be assigned by the SGA VP of Administration\*)

1. Whereas, (state the name of your group or organization), would like to put on a program we are here requesting funds from the Student Government Association General Fund and,
2. Whereas, we will be hosting (name of program) on (given date) at (given time) in/on (given location) and,
3. Whereas, we estimate there will be (number of predicted attendees) at our event and,
4. Whereas, this event will be benefiting (list different groups that the event will benefit: entire Malibu community, entire campus, just your group, etc.) and,
5. Whereas, the overall cost for this event is estimated to be (list estimated price) and,
6. Whereas, the money we have already raised is (list how much money you already have for the event and how you got it, Student Programming Board, ICC, fundraising, etc.) and,
7. Whereas, the money that we are requesting from the SGA General Fund is (list amount of money you are asking for), and this is (what percentage it is) percent of the overall cost for the event, therefore
8. Be it hereby resolved that (state your group’s name) be rewarded (how much money you are asking for) from the SGA General Fund.

Author: (Name of Current Seaver College Undergraduate Student Author/SGA Member/Submitter of the Resolution)

Seconded by: (Any Current Executive Board or Senate member of Student Government Association)

\*\*NOTE: You **will** need to present an itemized budget for items #5-7, example below\*\*

*Title Relevant to Resolution*

Resolution #XX

**Itemized Budget:**

*Expenses*

Expense #1 $700

Expense #2 $577.50

Expense #3 $42

Expense #4 $232

**TOTAL FUNDING $1,551.50**