

SGA General Fund Request Guide



What's A General Fund Request?

Pepperdine University's Student Government Association (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 Request** is used to receive funding for an event or initiative. In the request, the following must be stated:

- How many people will be in attendance?
- What is the overall cost of the event/initiative?
- How much have you already raised?
- How much do you need from the Student Government Association?

Submitting A Resolution

1. Research the history and current status of the issue you want SGA to take action on.
2. Visit the SGA office hours or email a member of the Executive Board, so they can answer any questions you may have and inform you on the potential outcomes of the issue.
3. **You must have already communicated with a University official (if applicable) relevant to your resolution before it can be presented to the Senate.**
 - a. If you are unsure about who to contact, reach out to a member of the executive board.
4. 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 sgadminvp@pepperdine.edu.
5. **Email the resolution to the Vice President of Administration by Monday at 5PM preceding the Wednesday Senate meeting.**
 - a. For example, if you want to present a resolution on Wednesday, October 3, you would have to submit the resolution to the Vice President of Administration by Monday, October 1 at 5 PM.

SGA General Fund Request Guide



- b. If the Vice President of Administration accepts your resolution, you must present your resolution in front of the SGA Senate on Wednesday morning at 8 AM. The Vice President of Administration will give you further details.

Presenting Your Resolution

1. What to expect when presenting your resolution?

- a. Attend the SGA Wednesday Morning Meeting at 8 AM via Zoom, unless informed otherwise.
- b. You will sit in the waiting room until you are called in to the meeting.
- c. 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.
- d. 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.

2. What do I do if the resolution passes?

- a. Work with any applicable chair, president and/or senator to make your resolution a reality.
- b. Submit a progress report to the Vice President of Administration notifying SGA where the resolution stands.

SGA Executive Board Contact Information

President: sgapresident@pepperdine.edu

Executive Vice President: sgaexecvp@pepperdine.edu

Vice President of Finance: sgafinancevp@pepperdine.edu

Vice President of Administration: sgaadminvp@pepperdine.edu

Basic Template Structure

SGA General Fund Request Guide



You do not have to follow this precisely—this is just an example of the basic structure.

1. Whereas, (state the name of your group or organization), would like to (put on a program/support an initiative) 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/participating in our initiative and,
4. Whereas, this initiative will be benefiting (list different groups that the event/initiative will benefit: entire Malibu community, entire campus, just your group, etc.) and,
5. Whereas, the overall cost for this initiative 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 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/initiative, therefore
8. Be it hereby resolved that (state your group's name) be rewarded (how much money you are asking for) from the General Fund.

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

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

SGA General Fund Request Guide



Substantiation and Proposed Action Plan

This section should include:

- Who you have already spoken with that is relevant to the success of your resolution.
 - At least one member of the Executive Board and one University official
- A budget for the entire event
- A proposed budget for the use of SGA funds