Thank you for your interest in acquiring GSG funds for your student orgaanization. Please complete this form, all of the required components, and submit to the GSG Treasurer by **the third Monday of the semester**. Please be aware that all student organizations are required to turn in End of Semester Reports accompanied with original receipts by a date to be set by the GSG Treasurer. **All contact between GSG and the student organization representative occurs through email.**

**Name of Student Organization:**

**Name of Organization’s President:**

**Email: Phone:**

**Name of Organization’s Treasurer:**

**Email: Phone:**

 **FALL SPRING Year: Amount Requested:**

**Creighton Federal Account #: Current Balance:**

**Will alcohol be served at any of your events? YES NO** \*if yes, please follow all SAO guidelines

**By initialing below, you indicate that you have included the following:**

An itemized list of anticipated expenses for the year. Assets (items that cannot be completely consumed in this school year) and purchases made with non-GSG funds must be categorized and included as well

A complete list of all anticipated sources of revenue (including dues, donations, and fundraising)

A complete roster of current members

A list of anticipated events and activities with descriptions of each, including expenses

*Before submitting this form, you must read the GSG Funding Policies for Student Organizations in their entirety. They can be found at* [*www.creighton.edu/gsg*](http://www.creighton.edu/gsg) *or you may request a copy from the GSG Treasurer. If you have any questions regarding the policies, please contact the GSG Treasurer whose contact information is above.*

**Please sign up for a time to meet with the Executive Committee when you submit this form.**

I have completely read and fully understand all GSG Funding Policies. I understand that violation or non-compliance with GSG Funding Policies will jeopardize my organization’s opportunity to receive GSG funds, and I have fully disclosed any funding policies that have already been violated by my organization. I am also aware of the funding process and all relevant deadlines. I understand my organization is not guaranteed funding and additional information might be required for an allocation to be made.

**Representative Date Moderator Date**

*OFFICE USE ONLY*

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GSG Treasurer’s Initials: \_\_\_\_\_\_\_\_\_\_\_\_

Revised 6/7/13