Spontaneous Funding Form

**Instructions:**
For a proposal to receive full consideration from the Finance Board, an organization must turn this form in to the Finance Board Chairperson **48 hours** before a **Proposal Meeting**. To properly prepare a proposal, please submit the following:

1. Page 2 of the Spontaneous Funding Form filled out completely with appropriate signatures and information
2. A printout of an Excel spreadsheet showing an itemized list of expenses for the proposed event, including but not limited to information such as product name, unit price, quantity, and total
3. Copies of invoices or printouts from the Internet documenting **ALL** potential expenses

You will have time to present the relevant information to the Finance Board and will be asked questions from the Finance Board concerning your proposal. Please come well prepared and informed. Below are the Finance Board’s rules for the spontaneous funding of events:

1. The activity must be opened to the entire campus.
2. The money will **not** be used for the following purposes:
   a. Purchase of alcoholic beverages or related items (i.e. taps, cups, etc.)
   b. Support of religious programs or activities, which are biased towards any specific religion.
   c. Political programs or activities, which support a specific political party view.
   d. Support of organizations, programs, or activities, which are discriminatory against race, color, sex, or creed.
3. **All gained funds from an event must be returned to the Finance Board.**
4. The Student Activity Fee cannot be used to raise funds for an organization unless all expenses for an event have been met and there is a surplus of funds. In this case, the organization must first request and gain the approval of the Finance Board in order to be eligible to keep the surplus.
5. Events must be adequately advertised (see Finance Board Policies)
6. **Advertisements must clearly display the statement “Funded by the Student Activity Fee” or “Funded by the SAF.”**
7. The Finance Board has the right to monitor any SAF-funded event.
8. **All receipts must be returned to the SGA Treasurer within 21 days from the date of the event.**
9. Violation of a financial or social code regulation and/or Finance Board stipulation will hinder future events and a financial penalty may be imposed at the discretion of the Finance Board.
10. Any bill submitted which is not in accordance with the policies and procedures of the Finance Board will be subject to non-payment by the Board.
11. Any individual or party misrepresenting or misusing SAF funds will be subject to violation of Rider University “Code of Social Conduct,” Sections 1.1 and 1.2, **Personal Misrepresentation** and **Misrepresentation of Items or Services**, respectively.
12. Please see the **Finance Board Policies** for more information. A copy of these policies can be found on the SGA website.
Spontaneous Funding Form
(Only page 2 is to be submitted)

Sponsoring Organization: 

Total Funds Requested: 

Person making proposal: Email: 

Event Title: 

Event Date/ Time: Event Location: 

We, the undersigned, have read and recognize our responsibility to abide by the policies outlined on page 1 of this document, as well as all other existing Finance Board policies.

President (print) President (sign) Date

Advisor (print) Advisor (sign) Date