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Agenda Request Form

Instructions: Please review the Student Government Association (SGA) Constitution and Bylaws before submitting this form. You can find these documents at: http://www.gbcnv.edu/student_life/sga.html.

All requests are due Fridays at 5 p.m, no exceptions. This will get the request on the following week's agenda. Request approvals occur during SGA meetings (*agendas are posted online and on campus*). Your request must be on the SGA agenda to be considered for approval.

Following completion of the form, please e-mail it to sga@gbcnv.edu. Once your request has been reviewed an SGA representative will contact you. Please plan to attend the specified meeting on the date and at the location you will be provided, which outlines when you will have to present a description of the request and answer any questions in front of the SGA for final approval at the SGA meeting.

If you are a member of a GBC Club/Organization that is sanctioned by SGA please provide a copy of the minutes of the meeting where permission to submit this agenda request form was given. An update club roster will also need to be attached to this form. These will be used when considering the approval of the agenda request.

If you have any questions, you may contact the Student Advocate, Chantell Garcia by phone (775) 753-2234 or email at: chantell.garcia@gbcnv.edu and/or the SGA President.

Date

Formal Name of Club/Organization

CONTACT INFORMATION

Requestor

Phone	E-mail

Advisor (if applicable)

Phone	E-mail

EVENT INFORMATION

Title of Event

Event Type	

Event Description

Date of Event

Event Start Time

Event End Time

Location of Event

Cap Amount of Funding

Cap Amount of Host Account Funding

This amount is the cap of money that will be used towards any purchases of supplies, prizes, etc.

This amount is the cap of money that will be used towards any purchases of food items. If a 'give-away' item is going to be food, that expense needs to be included.

Has Your Event Occurred Before?

- ○ Yes, and we received SGA funding for it.
- ○ Yes, but we have never received SGA funding for it.
- ○ No

Approximate Number of Students Attending

Are You Co-Hosting this Event with Any Other Organization or Department? If So, Which One?

Please Check the Boxes Below to Ensure You Have Made the Appropriate Reservations. Work Orders May be Found at: http://www.gbcnv.edu/directories/forms.html

- ☐ I have reserved the room through a room request.
- ☐ I have reserved any Audio/Visual equipment needed for the event.
- ☐ I have received approval from the SGA Student Advocate for event flyers, if created.

By checking this box, you agree that you have obtained permission to submit and request a SGA agenda line item on behalf of your organization, and that the information contained is accurate.

- ☐ I Agree

THANK YOU!

For Official Use Only

Information Received by:_____ **Date:**_____ **Approved by:**_____ **Date:** _____

Rev.: 10/2/2018