



Presentation **TEMPLATE**

SGA STUDENT SENATE FUNDING REQUEST

CONTENTS

This template serves as a guide to help you create your own presentation. It outlines the basic elements the Student Senate will be looking for. Customize your presentation to reflect the unique aspects of your club. You will have 5 minutes to present, so be sure to practice and time yourself accordingly.

Make sure to email your presentation as PDF document.

01 WHAT IS SENATE?

02 FUNDING PROCESS

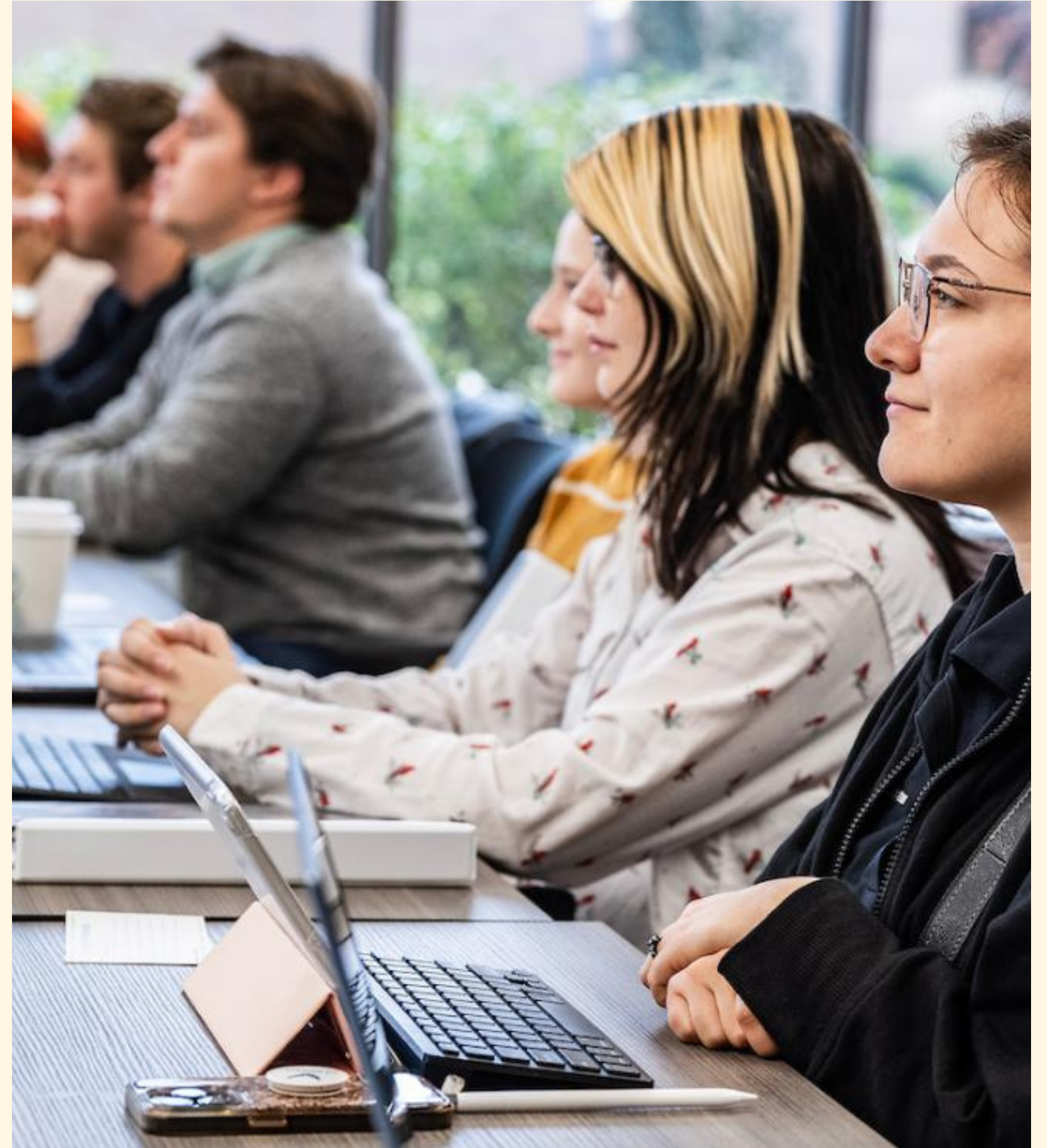
03 PRESENTATION GUIDE

WHAT IS SENATE?

Your student senate is the student government branch responsible for advocating for students' rights and interests, funding student organizations for events and programs, chartering new student organizations, confirming presidential nominations, and more.

**HOW
TO JOIN?**

**SCAN
ME!**



Funding PROCESS

Here are the steps you will go through with the Student Senate to receive funding. This process takes between 2-4 weeks and a request must be submitted one month before the date of your event. Also note, funding is NOT guaranteed.

01

Submit a Request

You must submit a formal request through our qualitrics form. This form will ask questions about the request as well as if you've completed all necessary steps.

02

Committee Meeting

After submitting a request, you will receive an email within 1-2 weeks with the date and time for your committee meeting. During this meeting, you will present your request and receive follow up questions regarding the details of your request. You will also receive feedback or suggestions in regards to how to cut expenses, it is left to your discretion to accept said feedback.

03

Senate Meeting

This is the final step in the process. Unless stated otherwise in an email, it will occur on the Monday following your committee meeting. You will present your request for the final time and the Student Senate will then decide on funding.

PRESENTATION GUIDE

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- 01 INTRODUCTION SLIDE**
- 02 PURPOSE OF THE EVENT**
- 03 INTENDED AUDIENCE**
- 04 COST BREAKDOWN**
- 05 COST BREAKDOWN EXAMPLE**
- 06 OTHER INFORMATION**
- 07 COMMONLY ASKED QUESTIONS**

01 INTRODUCTION SLIDE

This slide will be the first thing the audience sees. It should prominently display your club's name, the event name and the names of the presenters. Once you receive the signal to begin, you will introduce yourself and your fellow presenters, and then clearly articulate your request.

Make sure to email your presentation as PDF document.

02 PURPOSE OF THE EVENT

It is important to discuss the purpose behind your event in detail. Begin by explaining how the event offers valuable learning experiences. Describe the types of skills and knowledge students can gain, such as leadership, teamwork, and practical application of classroom concepts. Highlight any workshops, guest speakers, or hands-on activities that will be part of the event and how they contribute to personal and professional growth. Mention any collaborative efforts with other student organizations, faculty, or community partners that enhance the event's impact. Provide specific examples of previous events your student organization has organized that have benefitted the campus.

Requesting for funds that are not for an event? That's okay! Discuss the purpose of your request, and don't forget to provide examples of the benefit the request will have for the organization and the student body!

03 INTENDED AUDIENCE

During this slide, it's crucial to discuss the intended audience for the event and outline who is allowed to attend. Begin by identifying the primary audience, whether it be all students, specific student groups, faculty, staff, or members of the wider community. Clearly state any criteria for attendance, such as whether the event is open to everyone or limited to certain individuals based on membership, class standing, or other relevant factors.

Explain how participating in the event allows students to become more involved in campus life, encouraging them to take an active role in their educational journey.

04 COST BREAKDOWN

Your requested amount should be presented in a detailed slide that includes a clear breakdown of costs down to the penny. This slide should list each vendor, the cost per item, quantity needed, and the total cost for each item. For example, include the price of coffee cups, lids, coffee beans, sugar packets, creamer, stirrers, promotional flyers, and miscellaneous supplies, along with their respective vendors and costs, culminating in the total amount requested. Additionally, provide brief justifications for each item to explain their necessity, and consider using visual aids like tables or charts for better clarity. This comprehensive breakdown ensures transparency and demonstrates thorough planning and fiscal responsibility.

Your breakdown needs to match what is on the request form, if you wish to amend the amount you must clearly state that during your presentation.

EXAMPLE ON NEXT SLIDE.

05

COST BREAKDOWN EXAMPLE

1. Food	
• Catering Service: Gourmet Delights	
◦ Cost per meal (including vegetarian and vegan options): \$10.00	
◦ Quantity: 200 meals (what they include)	
	Total: \$2,000.00
• Beverages:	
◦ Bottled water (per case of 24): \$10.00	
◦ Quantity: 10 cases	
◦ Total: \$100.00	
◦ Soda cans (per case of 24): \$12.00	
◦ Quantity: 10 cases	
	Total: \$120.00
◦ Coffee and tea station: \$150.00	
2. Games and Entertainment	
• Game Rentals: FunTime Games	
◦ Inflatable obstacle course: \$400.00	
◦ Giant Jenga: \$50.00	
◦ Cornhole set: \$75.00	
	Total: \$525.00

*Games & Entertainment continued on next page.

• Prizes for Games: Prize Shop	
◦ Gift cards (10 x \$25): \$250.00	
◦ Trophies and medals: \$50.00	
	Total: \$300.00
3. Event Supplies	
• Decorations: Party Central	
◦ Balloons and banners: \$100.00	
◦ Tablecloths and centerpieces: \$80.00	
	Total: \$180.00
• Miscellaneous Supplies: Office Depot	
◦ Disposable plates, cups, and cutlery: \$75.00	
◦ Napkins and tableware: \$50.00	
	Total: \$125.00
4. Marketing and Promotion	
• Flyers and Posters: Print Express	
◦ Printed flyers (500): \$100.00	
◦ Posters (20): \$40.00	
	Total: \$140.00
5. Miscellaneous	
• Miscellaneous	
	Total: \$110.56

Total Budget: \$3,500.56

06 OTHER INFORMATION

Include any other important information you believe the Senate should know before voting on your club's request. This could encompass future event ideas you have planned, such as workshops, social gatherings, or community service projects. Mention any tournaments or competitions you intend to participate in, highlighting how these opportunities will benefit members and enhance the club's reputation. Additionally, incorporate visual aids like pictures or videos that help convey your vision and the club's potential impact.

Please be mindful of time as you have 5 minutes to present, if you would like an update on time at any point you are free to ask.

07 COMMONLY ASKED QUESTIONS

- Have you hosted this event in the past? If so, how many students were in attendance?
- Have you explored other funding sources?
- What are the potential risks or challenges with the event, and how will you address them?
- How does this initiative align with the organization's or institution's mission and goals?

All other questions will be unique to your request and your amount. Please ensure your numbers on your cost breakdown are accurate, this is a common mistake that clubs make.

QUESTIONS?

Any questions regarding this process can be directed to the Vice President of Legislation who chairs the Student Senate meetings.

Vice President of Legislation

stuvpl@pfw.edu

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