

Michigan State University College of Law

Student Bar Association

Funding Request Form Instructions

For Distribution of SBA Funds to Registered Student Groups

Before filling out this form, please review the SBA Funding Guidelines, available on the OSE Student Leader Website and at www.msusba.org.

Step 1. Complete this request form. If you have any questions, please contact the SBA Finance Director.

SBA Finance Director

Katelynn Watkins msusbafinance@gmail.com

SBA Advisor (if your issue cannot be resolved by the SBA)

Rosa Jarquin jarquinq@law.msu.edu

Step 2. Submit the form via email to the Finance Director. Attach any relevant documents. This includes attaching an itemized receipt/invoice that shows what the expense will be.

Step 3. If the form is complete, the SBA Finance Committee will consider your request at their biweekly Finance Committee meeting.

IMPORTANT INFORMATION, PLEASE READ CAREFULLY!

- It is your responsibility to comply with the SBA Funding Guidelines, which can be found on the Student Leaders website and SBA website.
- The Finance Committee may refuse to consider requests for events taking place within **12 days** of the date you submit your request, unless there are extenuating circumstances.
- You are required to advertise for your event in the Spartan Law Docket to publicize the event to all Law Students. If any details of your event change, please update the Spartan Law Docket and posters accordingly.
- Please only submit this form via email to the Finance Director.
- If the Finance Committee has any questions regarding your request, you will receive an email inviting a representative of your group to attend the Finance Committee meeting. That representative should have sufficient knowledge of your event to answer Finance Committee member's questions.
- The Finance Committee will notify you of its decision within 48 hours of its meeting.
- If you choose to appeal the Finance Committee's decision, you must email the Finance Director within 48 hours of the time stamp on the email of their decision to you.

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Please Explain:

1. Student Group Name:
2. Student Contact for Request:
3. Brief Description of the Event:
4. Date of the Event: Time: A.M. or P.M.
5. Location of the Event:
6. Proposed Speaker:
7. Expected Attendance:
8. Total Budgeted Expenses for the Event: \$_____ (attach a line item breakdown of budget, including a receipt or invoice.)

Funds requested of SBA:

Describe how the funds will be used:

Do not feel constrained by the space provided. The more detailed and justified your request is, the more likely the Finance Committee is to provide funding.

GOOD LUCK WITH YOUR EVENT!