



**SPECIAL ACTIVITY PROPOSAL**

EVENT TITLE: \_\_\_\_\_

PERSON/GROUP SUBMITTING REQUEST: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

Detailed information should be completed on back or attached on another sheet.

TARGET GROUP/AUDIENCE: \_\_\_\_\_

NUMBER OF STUDENTS/FACULTY/STAFF EXPECTED TO PARTICIPATE: \_\_\_\_\_

PROPOSED DATE AND LOCATION: \_\_\_\_\_

**ESTIMATED COST/FUNDS REQUESTED: \$** \_\_\_\_\_

FACULTY/STAFF ADVISOR/SPONSOR: \_\_\_\_\_

WILL FACULTY MEMBER PRESENT PROPOSAL?    YES                  NO

SIGNATURE OF DIVISION CHAIR: \_\_\_\_\_

DATE SUBMITTED TO DIRECTOR OF STUDENT LIFE: \_\_\_\_\_

DATE REVIEWED BY SEC : \_\_\_\_\_

**ACTION TAKEN:    APPROVED \_\_\_\_\_                  DENIED \_\_\_\_\_**

If approved, amount of budget allocation: \$ \_\_\_\_\_

Conditions of approval: \_\_\_\_\_

\_\_\_\_\_

If denied, explanation: \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF SEC CHAIR:** \_\_\_\_\_

**SIGNATURE OF OSL DIRECTOR:** \_\_\_\_\_

### **INSTRUCTIONS AND RULES FOR SUBMITTING A SPECIAL ACTIVITY PROPOSAL**

The Special Activity Proposal (SAP) program was designed to give Georgia Highlands College students, clubs and organizations, faculty and staff an additional avenue to request funding from the collected student activity fees. Previously, the only method to request funding from student activity fees was through the annual Student Activity Fee Budget Committee. This once-a-year method did not allow for new groups to obtain funding, nor did it allow for existing groups or persons to petition for additional funds for unexpected events or in times of emergencies.

Any student, group of students, registered club or organization, faculty or staff member may submit a Special Activity Proposal for consideration by the Student Engagement Council (SEC). **The decision of the SEC is final.**

When submitting a SAP, please adhere to the following requirements:

1. The proposed Event must somehow benefit students at Georgia Highlands College.
2. The proposed Event must be open or available to all GHC students.
3. The Amount Requested cannot exceed \$500 for any one SAP.
4. The SAP form must be submitted within enough time of the Event to allow the SEC to review it at one regular meeting prior to the event.
5. The SAP form must be submitted to the Director of Student Life no later than the Thursday prior to the next SEC meeting in order to be placed on the upcoming agenda.
6. New clubs and organizations formed during the academic year will automatically receive a minimum grant of \$50 as seed money, however it may petition for additional funds.
7. Existing clubs and organizations that received student activity fee allocations from the Budget Committee may not petition for additional funds unless hardship or need can be proven.
8. Not receiving the total requested amount from the Budget Committee during the student activity fee allocation process is not grounds for requesting additional funds.
9. Faculty and staff may submit a SAP for events, however, preference will be given to proposals that includes matching funds from other funding avenues (i.e. Departmental budgets, etc.).
10. Faculty and staff may NOT use the SAP program to fund programs or events, purchase equipment or materials, or reimburse anyone for things that would normally and/or reasonably fall under a Departmental budget category.
11. A SAP may NOT be submitted for retroactive payment of Events or for reimbursement for anything that was not approved for funding by the SEC prior to the event being held.
12. Signature of Division Chair is only necessary when Faculty or Staff are submitting a SAP. The signature represents that no funding is available from the Departmental Budget and the faculty/staff member has been given approval to proceed with a SAP request to the SEC.

If you have any other questions about the Special Activity Proposals program, please contact the Director of Student Life at 706-295-6363.