Elon University
Student Government Association
Funding Guide

The Student Government Association (SGA) is given a portion of student activity fees (SAFs), a fee in all students' tuition, to allocate to student organizations on campus. It is SGA's role to be good, responsible stewards of SAFs and maximize the benefit for all undergraduate students. This funding is limited; it is SGA's goal to be fair, equitable, and consistent in the process and funding decisions. This funding is intended to support student organization activities of all sizes that are open and inclusive to the student body.

The following guide is intended to support all organizations in the funding process from beginning to end. This guide can be used in full or section by section.

Submitting a Request

SGA uses a quarter system for student organization funding requests. All requests are submitted on PhoenixCONNECT a number of weeks before the start of each quarter to allow time for the Finance Board's review, organization marketing, and purchasing/contracting activities. Below are the steps for submitting a request, the quarter deadlines, and tips for submissions.

Submitting a Request on PhoenixCONNECT

See the attached PDF for a visual step-by-step guide on how to submit a Budget Request

1. Log in to PhoenixCONNECT using your Elon login
2. Click the menu icon in the top left corner
3. On the left side of the screen, all your organizations will be listed
4. Hover over the organization requesting funds and click the settings gear
5. From the list of options, select Organization Tools and then Finance
    a. Tip: Once in this section, you are able to see all previous requests made for your organization and click into these requests to see notes and previous decisions. These are a great tool to benchmark the events your organization hosts and their costs.
6. Click on the blue Create Request button in the top right corner
7. Under SGA Funding Request, choose Budget Request and begin your funding submission.
    a. Please be sure to title your request with the quarter it is for
        i. Ex. Q1: Your organization name

Quarter System Dates - Request Deadlines

- Quarter 1 2026: June 1st – October 31st
    - Applications due by April 11, 2026
- Quarter 2: November 1st – January 31st
    - Applications must be submitted by September 19, 2026
- Quarter 3: February 1st – March 31st
    - Applications must be submitted by November 7, 2026
- Quarter 4: April 1st – July 31st
    - Applications must be submitted by February 13, 2027
- Quarter 1 2027: August 1st - October 31st
    - Applications must be submitted by April 10, 2027

Requests Over $5000

- These events are considered major events, making major event training required. The checklist linked will serve as a guide through this process.

- Your lead requestor and organization advisor must meet with the Vice President of Finance (VPF) and a representative from Student Involvement at least 120 days in advance of the event date.
- Requests must be submitted 90 days in advance of the event date
- For these events, you will be contacted by the Vice President of Finance (VPF) to present to the Finance Board and then to the SGA Senate.
- If your organization receives funding for an event over $5,000, in addition to the post-event form, your organization will be asked to come to another SGA Senate meeting to report for 5 minutes on the event.

Individual Funding

- New this year, individual students are not able to reserve space or host events.
- If, as an individual student, you are interested in hosting an event, it must be supported by a student organization or university department.
- SGA remains committed to supporting student events and is open to being a supporting organization and/or helping connect you with other student organizations or university departments.
- These requests are handled on a case-by-case basis and go through the SGA Senate Legislative Process if SGA is the supporting organization; the VPF and other members of SGA will support all students in this process.
- The request cannot be made by an individual on behalf of any groups that are not in good standing or are otherwise ineligible to receive funding.

Tips for Submitting a Request

- Requests must include the following:
  - A description of the event - the more detail, the better. The Finance Board reviews all of the descriptions; for the board to understand the necessity of an item being requested, it needs to be included in the event or item description
  - Expected attendance
  - An itemized list of anticipated expenses (include tax, shipping, gratuity, and setup costs)
- Tips for a strong submission:
  - Be specific — clearly describe the event and break down costs
  - Explain the expected impact and number of students served
  - If submitting multiple requests, label everything clearly
  - If you have a quote for a budget item, it must be included (ex. Quote for a DJ, speaker, etc.)
  - Look for co-sponsorship and collaboration opportunities with other organizations
  - Submit early — requests must be approved before anything is purchased
  - Meet with the VPF for help and to ask any questions before submitting

- What the Finance Board is looking for when reviewing submissions:
    - Inclusivity and accessibility
    - Collaboration between student organizations
    - Broad campus-wide interest and engagement
    - Alignment with Elon's mission and SGA's values
    - A balance between large and small-scale events
- Events to consider submitting for in each Quarter
    - Q1 - Fall org fair, homecoming
    - Q2 - Lights and Luminaries, End of Semester Events
    - Q3 - Spring org fair
    - Q4 - End of year events and summer events

Funding Caps and Guidelines

Non-Fundable Items

Because SGA's funding comes from Student Activity Fees, we must be good stewards of your fees and our focus must be on activities that are open to all students. Because of that, we are unable to fund:

- Personal or private-use items
- Alcohol, drugs, tobacco, weapons, or lookalike items
- Donations/contributions to individuals, charities, or nonprofits
- Fundraisers or revenue-generating items
- Late fees, penalties, or expedited shipping
- Scholarships, tuition, loans, or grants
- Conferences
- Membership dues (local/national/international)
- Organization promotional t-shirts (For t-shirts to be funded, they must be event-specific.)
- Events requiring a ticket purchase
- Individual (personal) travel
- Graduate student events
- Events supporting/opposing a political candidate, party, or campaign
- Exclusive/membership-selection events (must be open to the full undergraduate student body)

Funding Caps

Because the funds SGA allocates are limited, we've set caps on certain types of items and events to help ensure we can fund as many groups/activities as possible. Although we can fund these, when quarterly requests exceed our allowance for that period, the Finance Board may need to further limit what we can fund.

These caps serve as maximums; it is possible your organization may not be approved for the full amount requested.

- Off-Campus Events - $35/person with priority for one event per organization on a first-come basis
- Decorations - $200/event and essential to the event
- Food - $25/person/meal; food must be essential to the programming of an event (ex. A cooking class would have essential food items; a weekly organization meeting would not.
  - Food must come from an approved vendor - LIST OF APPROVED VENDORS
- Printed materials/marketing - $300/event
- Prizes - $30/item - prizes must be integral to the event
- Guest Speaker Gifts - $20/guest - honorariums will not be funded

- Open Tab Events - $500/event - these events must be planned and structured; they may not be ‘grab and go’ style
- Tailgates - $500/tailgate
- Religious/Culture Food Events that Reoccur (ex. Shabbat, Sunday Supper, Chat and Chai) - $3500/Quarter

Other Items of Note

- The Finance Board is looking for essentialness of items at events - please be sure to include a description of why items are essential
- Items are also expected to be reused if possible, like costumes, props, and decorations
- For larger items and reusable items, a clear storage plan needs to be established - these items will not be repurchased in future quarters, making the storage plan essential

Viewing Decisions

After the submission deadline for each quarter, the Finance Board reviews all requests for the entire quarter and makes their funding decisions.

Decisions will be input in PhoenixCONNECT with reasoning if the funding amount approved is different from the amount requested.

The original requestor will receive an email from PhoenixCONNECT when the review and decisions have been completed.

You can find your original request by following the steps below.

1. Log in to PhoenixCONNECT using your Elon login
2. Click the menu icon in the top left corner
3. On the left side of the screen, all your organizations will be listed
4. Hover over the organization requesting funds and click the settings gear
5. From the list of options, select Organization Tools and then Finance
6. Click into your quarter submission
7. Review the comments and notes on the submission

Requests may be fully funded, partially funded, or denied — reasons behind any reduced funding will be shared with your organization.

Funding Requirements

Once your organization has received decisions on funding from the Finance Board, the following steps must be completed. As you plan your events, use this as a checklist

Requirements

- Register/list the event on the PhoenixCONNECT Events page
- Display "funded by SGA" and the SGA logo clearly and prominently on all marketing — fliers, emails, tickets, programs, and social posts
- Track attendance (Event Pass/PhoenixCONNECT Check-In App encouraged) - this is required information in the mandatory post-event form
    - How to download your Event Pass and save it to your phone for regular access
    - How to track attendance using the Check-In app
    - For further assistance, visit Student Involvement (Moseley 205, studentinvolvement@elon.edu, 336-278-7214)
- Only spend approved funds on the approved items — unused funds can't be repurposed, and SGA will not cover any costs above those approved
- Provide a storage plan for any approved equipment/physical assets (must stay with the organization, not an individual)
- Use funds only within the quarter they were awarded. To roll over unused funds to a future quarter, request VPF approval within one week of the start of the next quarter — after that, rollover requests won't be considered
- Be aware the Finance Board may audit your organization's accounts, membership, and events; evidence of fund mismanagement can jeopardize future funding
- Submit the Post-Event Form within one (1) week of your event's conclusion
    - It must include: a summary of the event, attendance data, and an itemized list of actual expenditures
    - This history is also considered when the Board evaluates future requests (attendance/participation at past funded events is one of the review factors)
    - All required questions must be answered in detail

Failure to include the SGA Logo and complete the Post Event Form will result in the following:

- Submissions for the next quarter may not be accepted until the requirements of funding are completed
- Possible required meetings and review of marketing materials by the VPF and/or VP of Communications
- Possible suspension of funding in future quarters
- Possible audit of organization's accounts, membership, and events

Purchasing

All approved purchases must be made by the Vice President of Finance, the Administrative Assistant in Student Development, or a university credit card checked out through that office — currently VPF Cayce Becker or Jackie Allred, or via the Credit Card Check-Out process. Do not use personal funds expecting reimbursement — reimbursements won't be processed without prior approval. Funds are event-specific and cannot be combined, transferred, or pooled across events or quarters. Please note that if you ordered or purchased supplies before the funding request was approved, you will not be eligible for reimbursement.

Online Purchases

- For online purchases, please meet with the VPF in the SGA office (Moseley 213) during their office hours or schedule a time with Jackie Allred (jallred@elon.edu) in Student Life (Moseley 201) to utilize her university card.
- Amazon Purchases
  - Step-By-Step Guide with Images
  - Please create a Wishlist within your Amazon account and then click the button to share it with the VPF and include the VPF's email. This will send an automatic notification and give the VPF access to the list.
  - As a reminder: please allow space within your Wishlist budget for the taxes that will be applied once the order is placed.

In-Person Purchases

- For purchases you wish to make in person, please submit a Credit Card Checkout Request form, which is on PhoenixCONNECT and linked under the Finance Resources tab on SGA's website.
- Once the form is approved, Jackie Allred will schedule a time with you to pick up a university credit card from her in Moseley 201. All receipts must be itemized, clearly showing the vendor's name, the purchase date, and the method of payment.

After the Event

The post-event form is a requirement for receiving SGA funding and must be submitted within one week after your event date. This allows for your organization and SGA to track and understand the impact of funds your organization receives and how events and SGA funding can be improved in the future.

Submit the Post-Event Form

Linked here - the Post-Event Form must be completed on PhoenixCONNECT within one (1) week of your event's conclusion.

- It must include: a summary of the event, attendance data, and an itemized list of actual expenditures
- This history is also considered when the Board evaluates future requests (attendance/participation at past funded events is one of the review factors)
- All required questions must be answered in detail

Failure to complete the Post Event Form will result in the following:

- Submissions for the next quarter may not be accepted until the requirements of funding are completed
- Possible required meetings and review of marketing materials by the VPF and/or VP of Communications
- Possible suspension of funding in future quarters
- Possible audit of organization's accounts, membership, and events