



# SGA FUNDING

GABRIELLA GUTIÉRREZ –  
VICE PRESIDENT OF FINANCE

# SOCIAL MEDIA

- @elonsga
- Our Website
  - Student Government Association – Elon University



# ABOUT THE FINANCE BOARD

- The SGA Finance Board is comprised of elected Senators and non-Senator Representatives. The SGA Vice President of Finance serves as the Finance Board Comptroller and is a non-voting member responsible for facilitating the weekly Finance Board meetings and notifying organizations of the Finance Board Decisions.
  - Assistant Comptroller, 4 Class Treasurers, 4 Non-Senator Representatives

# ABOUT REQUESTING SGA FUNDING

- Funding is limited
- Inclusivity
- Collaboration with other organizations on campus
- Events that will be of interest to a large group of students
- Align with the mission
- Equal allocation

# WHEN TO SUBMIT REQUESTS

- <\$300 : 2 weeks or more before the event date
- <\$5000+ : 4 weeks or more before start date
- Reimbursements : ASAP after event



# BUDGET REQUEST - INDIVIDUAL

1. Go to [PhoenixCONNECT](#)
  - Use your Elon account to log in
2. Click on your profile icon
  - This is in the top right corner of the homepage
3. My submissions
  - A drop-down menu will appear where you can select “My Submissions”
4. Budgeting
  - Then in the top right corner, there should be a blue button that says “Create Request”
5. Create Request
  - You will now see **SGA Funding Request**
  - Click **Budget Request** and begin your funding request submission!

# BUDGET REQUEST – ON-CAMPUS ORGANIZATION

1. Go to [PhoenixCONNECT](#)
  - Use your Elon account to log in
2. Click the menu icon
  - This is in the top left corner of the homepage
3. My Organizations
  - On the left side of all of your organizations, there should be a setting gear icon which will give you a list of options
4. Organization Tools
  - In this list, click "Organization Tools," then "Finance"
5. Create Request
  - This will take you to a new page. In the top right corner, there will be a blue button with a dropdown arrow that says "Create Request."
6. Create Request
  - Under **SGA Funding Request**, choose **Budget Request** and begin your funding request submission!

# SUBMITTING REIMBURSEMENTS

- Immediately following the event
- Log into PhoenixCONNECT and click on the SGA page to find the reimbursement form
- Need itemized receipts for all expenses/purchases



# QUESTIONS?

- Contact Gabby Gutiérrez, [ggutierrez@elon.edu](mailto:ggutierrez@elon.edu)
- Stop by the SGA office in Moseley 213
- Linktree: [linktr.ee/elonsga](https://linktr.ee/elonsga)