



**SGA/AGÉ FINANCIAL POLICIES &
PROCEDURES – DONATIONS AND
SPONSORSHIPS**



SGA/AGÉ FINANCIAL POLICIES & PROCEDURES

Title:		Donations	
Category:		Financial Policy	
Ratified:	June 25th, 2018	Effective:	June 26th, 2018

RATIONALE

This policy aims to outline the people, groups, and/or organizations that are eligible to receive donations from the SGA/AGÉ, including how donations are to be allocated, and the process of approval.

DETAILS

1. All donations made are on behalf of the SGA/AGÉ.
2. Donation requests must be submitted, in writing, to the President using a written letter or the SGA/AGÉ Donation Request Form. All of the following information is required:
 - 2.1. The organization or person requesting the donation.
 - 2.2. The date the request was made (as well as deadlines if applicable).
 - 2.3. The beneficiary of the donation (who is receiving the funds).
 - 2.4. The amount of money being requested, where applicable.
 - 2.5. The purpose of the funds.
3. Requests will be reviewed and decided by the Executive.
4. Priority will be given to applicants from the SGA/AGÉ community. Only one donation request may be approved per organization per academic year.