

# JAGGER'S DEN

## FUNDING REQUEST PROCESS

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### CREATE EVENT & ATTEND JAGGER'S DEN WORKSHOP

STUDENT ORGANIZATIONS PLAN EVENT AND ATTEND THE JAGGER'S DEN WORKSHOP.

Events or programs must meet requirements and regulations for Jagger's Den Funding.

*One of those requirements is attending the workshop.*

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### APPLY ONLINE

APPLICATIONS CAN BE FOUND AT THIS LINK

<http://bit.ly/JaggersDen>

Include a program description, budget, hearing questions, and a signed advisor's approval letter in the application.

Applications must be submitted at least two(2) weeks prior to the event/program.

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### SGA HEARING

SGA JAGGER'S DEN FUNDING COMMITTEE CHAIR WILL SCHEDULE HEARING WITH STUDENT ORGANIZATIONS.

A representative of the student organization MUST attend this hearing, preferably the event organizer or president of the organization.

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### DECISION & NOTIFICATION

SGA WILL DETERMINE IF THE STUDENT ORG WILL RECEIVE JAGGER'S DEN FUNDING.

Student organizations will be notified via email in regards to SGA's decision. If approved, the student organization MUST coordinate and complete purchases with the Office of Student Affairs.

Purchases or W9s must be completed two weeks prior to the event.

# REQUEST PROCESS

The Jagger's Den Funding Request Process usually takes 2 weeks or more to complete, see the outline below:

STUDENT ORGANIZATION  
COMPLETES APPLICATION



SUBMISSIONS ARE COMPILED BY  
COORDINATOR OF STUDENT ORGANIZATIONS  
AND SENT TO SGA ADVISOR.



SGA ADVISOR SENDS TO SGA  
JAGGER'S DEN FUNDING COMMITTEE CHAIR.



SGA JAGGER'S DEN FUNDING COMMITTEE  
CHAIR SCHEDULES HEARINGS FOR  
EACH APPLICATION RECEIVED. STUDENT  
ORGANIZATION ATTENDS HEARING.



SGA MAKES A DECISION AND SUBMITS  
IT TO SGA ADVISOR.



DECISION IS RELAYED TO STUDENT  
ORGANIZATION VIA EMAIL.



PURCHASES COMPLETED IN COORDINATION  
WITH THE OFFICE OF STUDENT AFFAIRS AT LEAST  
TWO WEEKS PRIOR TO THE DATE OF EVENT.

## FOR MORE INFORMATION OR QUESTIONS, PLEASE CONTACT:

Student Government Association (SGA)

sga@untdallas.edu | 972.338.1775 | FH 205

Jennifer Skinner  
Assistant Dean of Students  
jennifer.skinner@untdallas.edu  
972.338.1781

Rifeta "Fifi" Badic  
Coordinator of Activities & Organizations  
rifeta.badic@untdallas.edu  
972.338.1940

## PURPOSE

The purpose of Jagger's Den funding is to assist registered student organizations with their programs, which are defined as events, services, or projects.

## REGULATIONS & RESTRICTIONS

The funding request and your organization (if funded) are subject to all rules, requirements and responsibilities for funding as found in the Jagger's Den Policies and Procedures and University policy.

1. All events/programs must benefit the entire student body, be open to all students, and enhance the image of the University. The event must not have an admission fee.
2. All programs receiving funding must serve for the betterment of campus life, present an opportunity for student involvement, and provide equal access to all students where reasonable accommodations can be made.
3. Funding received is restricted to spending the funding as allocated by the committee. Changes must be emailed and approved by the Office of Student Affairs.
4. Purchases must be made in coordination with the Office of Student Affairs. No reimbursements are allowed. Quotes and/or W9 forms for vendors must be submitted to the Office of Student Affairs two weeks prior to the event.
5. Purchases may not be used to make a profit for the organization or fundraising.
6. Events must not be funded through another source (i.e. university fees, department funding, in conjunction with Jagger's Den funding).

**RESTRICTED PURCHASES:** membership fees, entry fees, conference fees, hotel fees, airfare/transportation, any gifts or prizes, alcohol or related items, individual meals, induction ceremonies or closed banquets, new member pins, member-only apparel, food for meetings, and gift cards. (Other restrictions may apply.)

**APPROVED PURCHASES:** Advertising materials (i.e. flyers, posters, brochures, etc.), food for a program, paper goods (i.e. napkins, plates, etc.), event or program supplies, etc.

## REQUIRED DOCUMENTS

- Detailed Budget
- Signed Approval Letter from Student Organization Advisor
- Program Description
- Hearing Questions

## STUDENT ORGANIZATION RESPONSIBILITIES

**REGISTERED.** Student organizations must be registered with UNT Dallas Student Affairs, or in other words have completed the student organization registration and renewal process.

**ADVERTISING.** Event advertising must include SGA logo, including flyers, t-shirts, programs, brochures, etc. All materials must be approved by Fifi. Organizations receiving funding must provide proof of advertising for the program to the Office of Student Affairs.

**WORKSHOP.** Student Organizations requesting funds must have attended the Jagger's Den Training Workshop.

**APPLICATION DEADLINE.** The Funding Request application must be submitted by the deadline. Late submissions will not be accepted.

**DISCLAIMER.** If an organization meets the requirements for funding, allocation of funding is not guaranteed. The amount may be granted in whole, part or denied. The Funding Request Committee will award funding to organizations based on merit and time of application entry. To increase the likelihood of receiving funding, organizations should submit the funding request packet as early as possible. *The Funding Request Committee will not deny funding on the basis of gender, ethnic origin, sexual orientation, disability, religion, nationality, political affiliation, or any other individual differences.*