Student Organization Assistance Program (SOAP)
Application

Organization’s Full Name: __________________________________________________________

Type of Organization (Circle only one): Athletic – Greek – Honorary – Interest/Independent – Spiritual Life – Service

Contact E-mail: _______________________________ Contact Phone: _______________________________

Description of activity (include date):
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

How does this activity support LaGrange College’s mission statement of “Challenging the Mind & Inspiring the Soul?” How does the activity promote campus life?
___________________________________________________________________________________________________________
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Will the activity occur on campus? (Circle One) YES NO

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<th>ITEM</th>
<th>PURPOSE</th>
<th>ANTICIPATED COST</th>
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<th>ANTICIPATED TOTAL COST</th>
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This form must be filled in completely and should be submitted no later than one academic month before the funds are needed. Applications must be submitted to the Dean of Students Office (Smith 124)

Office Use Only:

Date Submitted: ___________________ SOAP Committee Approval: YES NO

SGA Treasurer Signature ___________________ Date ___________________ Amount Granted ___________________

Notes:
___________________________________________________________________________________________________________
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Name:
Student Organization Assistance Fund

Purpose:
A. The Student Organization Assistance Fund shall exist through the Student Government Association (SGA) to aid campus organizations in the implementations of their events or programs.
B. A portion of the budget that SGA receives each year will be set aside solely for the purpose of assisting campus organizations. The amount will be set by the SGA Executive Council and the Dean of Students.
C. To be eligible, the group requesting funds should be an officially recognized organization on campus and have a representative (typically the President) participate in the Council of Presidents.
D. Decisions regarding funds will be made by the SGA executive committee; typically funds over $500 will not be given.

By Laws:
Any organization that wishes to request funds must adhere to the following guidelines:
1. The President of the organization (or member in charge, if there is no President) must request an application from the SGA Treasurer or the SGA Advisor.
2. The application should be completed and turned in no later than one academic month before the funds are needed. The earlier that the funds are requested, the more likely SGA will have funds left to distribute.
3. The application will be reviewed by the SGA Executive Body and the organization requesting funds will be notified of the committee’s decision within two weeks of the submission.

Any organization that receives funds must adhere to the following steps when using their allocated funds:
1. All monies must be well-documented and turned into the SGA Treasurer. This includes all receipts or invoices, as well as written documentation of why the money was spent.
2. Failure to do this may result in, but not limited to, being prohibited from being allowed to request funds in the future and being required to repay the funds granted.
3. Misuse of funds will not be tolerated, and any evidence of such misuse will result in referral to the Dean of Students. The funds will be distributed in a continuing manner throughout each semester. Half of the total amount will be allocated to each semester. Organizations are encouraged to plan and apply early since once the money is gone, it’s gone.