Student Organization Advising and Resources Office (SOAR)

Funding Award to a Student Organization

**Student Organizations:** When you are awarded funding by a college or department, have them complete this form.

**Department or College Awarding Funding:** Please use this form when you award funding to a student organization. Forward the form to SOAR. Use of this form will alert the SDCS Business Center to initiate the transfer.

Registered Student Organization Receiving Funds

Student Representative ___________________________ Email____________________ Phone __________

Program Title ________________________________________________________________

Proposed date of event _______________ Amount of Award $ __________

**The organization may use the allocation on the following budget items**
(SOAR can only verify appropriate use of these funds if the funding source indicates specific items funded, i.e. Room rental, transportation, food, security/police, alcohol, gifts, etc. If the student organization provided you with a budget, you may attach it to this sheet):

**Stipulations or additional comments**
(If there is anything critical to this funding please specify):
If changes are made to the nature of the event, the student organization must check with the fund source to ensure financial support is still provided.

College/Unit Awarding Funds ___________________________ Phone ________________

Dept./College Fiscal Contact ___________________________ Phone ________________

Authorizing Signature ___________________________ Date ________________

**Note to student organization requesting funds:**
*These funds will be available through your account at SOAR after receipt of this form. Contact your SOAR adviser before you make obligations for payment. The transfer will happen more quickly if you are able to bring this form to SOAR*

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<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Amount</th>
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<td>Debit</td>
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SAO Adviser ___________________________ Date ___________________________ Budget Category ___________________________