



FY26 Funding Training

Teresa Davis
Business Manager

Funded Org Responsibilities

- ❖ Organization funded must obtain a copy of and is responsible for compliance with the *SGA Funding Regulations Handbook*.
- ❖ TWO officers (preferably president and treasurer) are required to attend funding training, (advisors are highly encouraged to attend especially if the org travels). Advisors are not required to attend.
- ❖ Each organization is responsible for updating Registration and meeting Risk Management Requirements overseen by Student Involvement.
- ❖ Financial representatives of each organization must turn over all financial materials to their successors and make them aware of all policies and procedures at the end of their terms in office.
- ❖ Notify Student Involvement of officer and/or advisor change

Compliance Requirements

- ❖ 2 officers MUST attend SGA Funding Training– President & Treasure
- ❖ Update Org Registration
- ❖ Update Risk Management
 - To check your registration and risk management status visit organization platform in TechConnect. If you need assistance, contact Student Involvement at 742–5433 <https://www.depts.ttu.edu/centerforcampuslife/>

IF requirements are not met, orgs cannot begin utilizing funds until fully compliant. Failure to comply org will be penalized or could lose funding.

Compliance Deadlines & Penalties

Failure to comply by:

- ❖ **October 17, 2025 org will forfeit *1/3* of allocated funding**
- ❖ **November 7, 2025 org will forfeit the entire balance**

Funding Coordinator

The Budget & Finance Committee serve as Funding Coordinators

- ▶ They will serve as the liaison between the SGA Account Manager, Teresa Davis and the organizations.
- ▶ Their duties are:
 - Meet with the organizations as needed
 - Ensure completion of yearly funding training
 - Ensure completion of the funding application process (for the upcoming fiscal year)

<http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/fundingcoordinators.php>

Org Spreadsheet Example

updated every Friday

<u>Organization Name</u>	<u>Funded</u>	<u>Contingency</u>	<u>Penalty</u>	<u>Expenses</u>	<u>Remaining</u>	<u>Registered</u>	<u>Risk Managemen t</u>	<u>1st officer</u>	<u>2nd officer</u>
Red Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Blue Club	\$3,500.00	\$0.00	\$0.00	\$1,530.00	\$1,970.00	X	X	X	X
Yellow Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Orange Club	\$5,000.00	\$0.00	\$0.00	\$4,782.12	\$217.88	X	X	X	X
Pink Club	\$1,000.00	\$400.00	\$0.00	\$1,386.00	\$14.00	X	X	X	X
Purple Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Brown Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Green Club	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	X	X	X	X
Black Club	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	X	X	X	X

Allowable Expenses

- ❖ Office Supplies must be purchased at Staples thru SGA. Org will receive discount plus tax exempt.
- ❖ Organization Banners
- ❖ 100% of Recruiting Items
T-shirts, pens/pencils, mugs, koozies, e.g
- ❖ Copying and Printing
- ❖ Event Room Rental
- ❖ Travel
- ❖ Speaker Expenses

non~Allowable Expenses

- ❖ Food (events, membership meetings, etc)
- ❖ Research and presentation travel, advisor's expenses, internship fees, membership fees
- ❖ Tables, tents, camping equipment, coolers, grills and accessories
- ❖ Computers, printers, scanners, digital cameras
- ❖ No equipment
- ❖ Texas state sales tax
- ❖ Scholarships, awards, gifts, prizes, gift cards
- ❖ Operating Expenses (telephone, salaries, copier rental, e.g.)

SGA Approval Forms

- ❖ Purchase Request
- ❖ Group Travel
- ❖ Group Return Travel
- ❖ Guest Speaker Fee &/or Travel Contract
- ❖ Contingency Funding

Submit forms and attachments to Ms. Davis in SGA office.

*Forms located on the SGA website
as they are the most up-to-date forms*

Purchase Request Approval Form

- ❖ Fill out form, signatures required.
- ❖ Obtain quote, estimate, web basket, etc. Include artwork (if required) for printing.
- ❖ Artwork – any item with a design (promotional/recruiting items/printed materials) must include “Sponsored by Texas Tech Student Government Association” or SGA’s logo. Do not use “Sponsored by SGA”
- ❖ Submit ALL required documents together
 1. Purchase request form
 2. Quote
 3. Artwork
- ❖ Once approved request is submitted to TTU purchasing. Org contact will be notified.
- ❖ Vendor will be paid directly from TTU SGA.

Purchase Request Form

APPROVAL for PURCHASE REQUEST

Name of Organization

Date

Name of Advisor

Department

Advisor email

Name of Person to Contact for More Information

Contact Email Address

Request is for:

\$ _____ Copying/Printing (Must include a copy of printing)

\$ _____ Office Supplies (Attach print-out of specific items to be purchased)

These items will be purchased from Staples if available.

\$ _____ Room Rental/Equipment Rental

\$ _____ 100% of Recruiting Items (pdf of artwork required)

\$ _____ Banners/Signs (pdf of artwork required)

\$ _____ 100% of Recruiting T-Shirts (pdf of artwork required)

Given Away Sold

\$ _____ Other (Be specific) _____

Printing t-shirts, banners, signs, etc must use SGA PERFERRED VENDOR LIST

Vendor Information:

Vendor Name _____

Address _____

Advisor's Signature

Organization President Signature

Attach all ORIGINAL supporting documents.

If you have any questions, please contact Teresa Davis at 806.742.3631 or teresa.y.davis@ttu.edu

Revised 9.01.2024

Approval for Professional Speaker Fee &/or Travel Expenses

- ❖ Fill-out form, signatures required
- ❖ Speaker Fees
 - Speaker must fill out Independent Contractor Questionnaire.
 - TTU vendor services will email guest instructions how to navigate program to gather personal information to set up in TTU purchasing system.
- ❖ Speaker travel arrangements. SGA will directly process airfare and/or lodging.
 - Provide speaker's flight preference, birthday and name as it appears on driver license
 - Hotel reservation must provide check-in and check-out date

SGA will not reimburse org/students/advisor for travel expenses paid for guest, according to SGA policies and procedure.

*Guest
Speaker
Contract
&/or Travel*

APPROVAL FOR

PROFESSIONAL SPEAKER FEE CONTRACT &/OR TRAVEL EXPENSES

TTU/TTUHSC employees can not be paid a speaker fee.

Name of Organization: _____ Date: _____

Org Contact: _____ Contact email: _____

Guest Name: _____ Guest email: _____

SPEAKER FEE

Professional Fee \$ _____ ICQ MUST BE ATTACHED Presentation Date: _____
(After event payment will go directly to professional)

Presentation Topic (please be specific): _____

Audience: _____

Event Location: _____

SPEAKER TRAVEL

SGA will handle all travel arrangements:

If a guest is flying, provide airline itinerary, guest name as it appears on driver license and birthday.

If guest needs overnight accommodations.

Provide hotel check in date _____ and check out date _____.

SGA WILL BOOK FLIGHT AND LODGING DIRECTLY.

Contingency Funding

- ❖ To fund “new” student organizations (newly formed or orgs who have not been funded by SGA within the past three years)
- ❖ To provide current org additional funding who have exhausted their allocation provided for the fiscal year
 - May request up to 25% of their original allocation.
 - *After original allocation has been exhausted or very minimal amount remaining to be used.*
 - *May apply for contingency funding in Spring.*

One application per year (September through August) for ONE **unexpected** event or expense **NOT previously included on budget application**. Contingency Funding is made for specific events.

Contingency Funding

Contingency Funding Form

Due to SGA at least 10 days prior to an event / 3 weeks prior to travel

Organization Name: _____

Contact Name: _____ Contact Email: _____

Organization President's Signature: _____

Organization Advisor's Signature: _____

Date of Event/Travel: _____

Purpose/Description of Event/Travel/Expense Request:

Benefit to TTU and your organization:

Other funding for this expense: _____

Amount requested from SGA: _____

Please feel free to attach additional information

SGA Office Use Only

Approved or Denied

Amount approved: _____

Student Government Association President

Date

Date Received by SGA:

TTU Entities Available

❖ Rentals

- United Supermarkets Arena (meeting rooms)
- Alumni Merchet (no food)
- Frazier Pavilion (no food)
- SUB (meeting rooms)

❖ Printing/Copying

- Copy Services kiosk in the SUB basement.

Payment to TTU Entities

- ❖ Org will submit purchase request form and attach the contract and/or quote.
- ❖ SGA will email the contract back to the service department and provide the account number (FOP) to charge
- ❖ Org will need to follow-up with service department to ensure all information needed is received.

TRAVEL INSTRUCTIONS

Student Affairs Travel Policy

- ❖ Organizations must abide by the Student Affairs travel policy which is consistent with TTU OP 79 (*our division does not allow food per diem – must have itemized meal receipts*)
- ❖ All student travelers are bound by the Code of Student Conduct of TTU – Part1 Section D
- ❖ *Each student traveling utilizing university funding must be active and in good standing*
- ❖ 2/3 Rule – A maximum of 2/3 of an organization's allocation may be used for travel expenses, including, but not limited to, hotel, gas, airfare, meals, & registration. If more than 2/3 of the organization is participating, then the organization may use up to 100% of their allocation for travel
- ❖ *SGA is a supplemental source for travel.*

Group Travel

1 of 4

- ❖ Travel Application packet is due 3 weeks prior to trip. Applications may be denied if received inside the 3-week window. If SGA is booking flights must be turned in 3 to 4 weeks prior to trip.

PACKET MUST INCLUDE:

Travel Application

Student/Participant Release & Indemnity Agreement from *each* student.

Student Information List (R List)

- ❖ If all 3 required forms are not submitted together the application will not be processed which will delay travel funding to be approved

SGA will NOT approve travel for students not currently enrolled with active status and in good standing with the university

Group Travel

2 of 4

- ❖ Fill out the travel application. Attach conference or event itinerary (per Travel Services)
- ❖ Attach Student/Participant Release & Indemnity Agreement form from *each* student.
- ❖ Provide a compiled list of students attend trip with following information. Names, R numbers, emergency contact information, are they a TTU employee & residency status (international students only). Student enrollment status with the university will be verified by SGA before approval is given.

Group Travel

3 of 4

Two payment methods for travel

1. Travel Advance Card – preferred method
 - For food, gas, hotel, etc.
 - There is a strict policy with this option. If abused or not followed the org will not be allowed to use it again.
2. Student pays for expenses
 - Includes all travel expenses
 - Student will be reimbursed directly upon return. Allow 3 weeks to process.

Group Travel

4 of 4

- ❖ Airfare and hotel reservations are paid in advance and handled by SGA (Ms. Davis). TTU contract rate will apply.
- ❖ Food, gas, luggage fees, group/individual will use TTU credit card.
- ❖ Rental vehicles and Ubers must be paid by student. Ubers are NOT ALLOWED ON TTU CREDIT CARD. Reimbursement will be submitted upon return. Rental vehicle receipt must show ZERO balance on final receipt.

Group Travel Application

APPROVAL for GROUP TRAVEL APPLICATION

Organization Name _____ Date _____
Advisor's Name _____ Mail Stop _____
Advisors Phone _____ Advisor's email _____
Advisor's Tech ID# _____ Destination _____
Use TAC card ☐ YES ☐ NO Student incurred expense ☐ YES ☐ NO

Travel Details and Expenses

Airfare \$ _____ Registration \$ _____ Uber \$ _____
Fuel \$ _____ Lodging \$ _____ Meals \$ _____ Rental Car \$ _____
TOTAL \$ _____

Date Leaving _____ Time Leaving _____ a.m. or p.m.
Date Returning _____ Time Returning _____ a.m. or p.m.

Number of Students traveling (advisors not included) _____

*****ATTACH A LIST OF STUDENTS ATTENDING, THEIR R NUMBERS, EMERGENCY CONTACT INFORMATION, and RESIDENCY STATUS OF ANY INTERNATIONAL STUDENTS*****

Detailed Purpose of Trip (include name of convention, seminar, name of paper presented, etc.)

Amount to be Allocated for this trip from your Lump Sum? _____

Are you requesting funding for this trip from any other department on campus? YES NO

If YES, Department Name _____ Contact Name _____
Phone Number _____ FOP _____ Amount _____

Advisor's Signature _____

Organization President's Signature _____

- **IMPORTANT:** This form must be received in the SGA Office 3 weeks prior to your departure on the trip. Forms submitted within the 3 week window will not be accepted.
 - Refer to Funding Regulations Handbook for All Reimbursement Rules.
 - Retain all **ORIGINAL RECEIPTS**
- QUESTIONS?? Please call Teresa Davis at 742-3631 or e-mail her at teresa.y.davis@uu.edu.

Airfare and Hotel

Hotel –

- In state travel – ONLY the room rate is reimbursed
- Out of state travel – room rate and taxes are reimbursed
- Airbnb – SGA will not reimburse any cleaning or service fees
- Must submit a receipt reflecting full payment showing zero balance (reservation confirmation will not suffice)
- TTU Choice Hotels Preferred Rate (TTU contract) will receive discount

Airfare –

- Receipts from Expedia, Orbitz, Travelocity, etc. are accepted
- Email confirmations serve as your receipt if a payment method is included. Turn in all pages.
- Tech has contract with Southwest, flight must be book by Ms. Davis.
- SGA can purchase flights if needed. Please contact Teresa Davis no less than 4 weeks in advance for required information.
- If SGA books flights for you whether it is through SWABIZ or a travel agent, you MUST contact Teresa to make changes to the ticket.



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For any questions or if you need assistance, please contact:

Cindy O'Connor – Government Account Manager

Cindy.oconnor@choicehotels.com; 214-682-4006

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- Click [Here](#) to access the **Texas Tech University VIP/Preferred Rate** on www.choicehotels.com or enter Rate ID **00038360** to access the Special Rate box before you search for locations.
- OR call 800.424.6423 (800.4CHOICE) and give **Texas Tech University Preferred Rate ID 00038360**
- Once you enroll in Choice Privileges, enter the **Texas Tech University Preferred Rate ID 00038360** in the Company Information section of your online profile:
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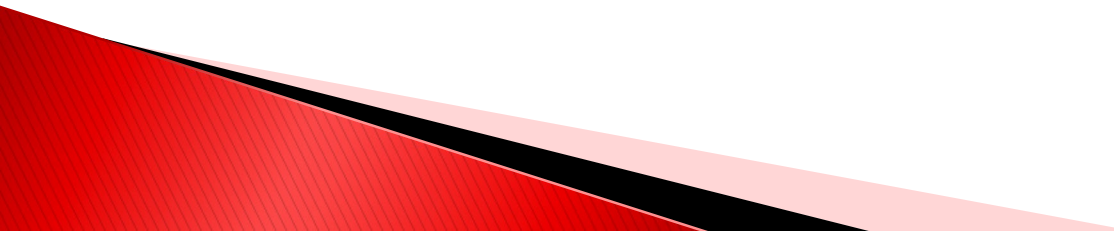
Rental Cars

- ❖ Texas Tech State contracts are:
 - Avis
 - Budget
 - Enterprise/National – identified _UTS733 pin TEX
 - Hertz
- ❖ Must reserve online to receive state rate. Rental must be in the name that appears on credit card, expense will be reimbursed upon return. State contract covers vehicle insurance. If you request additional coverage is not covered by SGA.
- ❖ If non-contracted company is used, insurance will not be reimbursed AND justification will have to be provided as to why a contract vendor was not utilized.

Allowable Travel Expenses

- ❖ Gas
- ❖ Lodging (including out of state hotel tax only)
- ❖ Rental Car
- ❖ Airfare
- ❖ Meals (receipts must be **itemized** – per diem is not allowed under the Student Affairs Travel policy)
- ❖ Public Transportation
- ❖ Registration Fees
- ❖ Parking

non ~ Allowed Travel Expenses

- ❖ Research presentation travel
 - ❖ Alcohol
 - ❖ Tips or gratuity
 - ❖ Texas state sales tax on hotels
 - ❖ Insurance for travel outside the US
 - ❖ Room service
 - ❖ Cleaning/service fees
 - ❖ Advisor travel expenses
- 

Student Information List (R List)

Name	R#	Emergency Contact	Contact Information
Mickey Mouse	R00000001	Walt Disney	800-428-1123
Donald Duck	R00052712	Daisy Duck	465-555-8977
Pluto	R00652154	Minnie Mouse	331-654-8195
Goofy	R00634871	Petunia	806-637-7944
Simba	R00159223	Rafiki	925-756-3862

This list must be included with the travel application for SGA to verify academic standing on each student traveling.

Travel Services will not approve without this information.

If Receive Cash Prizes/Awards for Competitions

- ❖ Any cash prizes/awards must be disclosed to SGA upon receipt
- ❖ The amount of the cash prize will either need to be returned to SGA or offset the funding received from SGA for travel expenses
- ❖ Failure to do so is a violation of state law and will affect the funding your organization receives in the future

Return From Travel

Group Return Travel Form

Fill out form and attach original *itemized* receipts.

- ❖ ALL RECEIPTS MUST SHOW METHOD OF PAYMENT.
- ❖ Meal receipts MUST be itemized. If not, will not be reimbursed.
- ❖ Hotel and rental car receipts MUST show a zero balance.
- ❖ If a student pays for any travel expenses note on receipt. (paid by Bob Anderson). Student is reimbursed directly.
- ❖ Form and receipts are due to the SGA Office within 5 business days of return.

Failure to follow this policy could cause your org to be prohibited from using funds to travel in the future!

Group Return Travel Form

- ❖ Name AND location of the business must be clearly stated
- ❖ Uber/Lyft/taxi/rideshare receipts MUST include to/from location for verification purposes. (SGA does not pay for Entertainment expenses)

**DO NOT tape or staple receipts
SUBMIT IN ENVELOPE.**

Group Return Travel Form

TEXAS TECH STUDENT GOVERNMENT ASSOCIATION GROUP RETURN FROM TRAVEL FORM

Name of Organization _____ Date _____

Advisor's Full Legal Name _____ Advisor's Tech ID # _____

Advisor Mail Stop _____ Phone # _____ Email _____

Contact Person _____ Phone # _____

Destination of Trip _____

Did you receive a Cash Advance - Yes _____ No _____ Other Funding - Yes _____ No _____

If YES, Department Name _____ Contact Name _____

Phone Number _____ FOP _____

Amount _____

Date Left _____ Time Left _____ a.m. or p.m.

Date Returned _____ Time Returned _____ a.m. or p.m.

We earnestly appreciate your time and commitment to assist TTU and TTUS to maintain compliance with our statutory requirements.
Hotel name and address _____
Room numbers for travelers _____
(This information collected is to reach out to the proper Law Enforcement Agencies for information as to whether any Clergy reportable crimes occurred in those Cities/Hotels stayed in.)

Names of all Students who completed trip: _____

*****EXPENSES*****

Total Registration \$ _____

How many Students _____

Total Gas Receipts \$ _____

Total Rental Car \$ _____

Total Airline Costs \$ _____

Total Public Transportation \$ _____

Total Lodging \$ _____

How many Nights _____

Total Actual Meals \$ _____

How many Days _____

Any Other Expenses \$ _____

TOTAL EXPENSES OF TRIP \$ _____

Advisor's Signature _____

Organization President's Signature _____

- By signing this form, you are stating that all policies and procedures have been followed.
 - REMINDER TO ORGANIZATION: Please attach all receipts and supporting documents. Return this form with all original receipts (including original airline tickets) to the SGA Office within 5 calendar days of return from your trip.
 - A check will be required if funds are left from the cash advance once the voucher has been filed.
- If you have any questions please call Teresa Davis
at 742-3631 or Teresa.y.davis@ttu.edu

Must include
hotel name,
address and
room #'s

Timeline for Processing Request

All request must be reviewed & approved before processing.

▶ **Travel**

- Reimbursements processed within 2 to 3 weeks after receipts turned in.

▶ **Purchase Requests**

- Processed within 1 to 2 weeks

▶ **Guest speakers**

- SGA processes airfare and/or hotel are completed 30 days in advance.
- Speaker Fee (only)
- Required documents submitted **four weeks** prior to presentation date the fee will be issued after presentation.

Last Day to utilize SGA Funds


Friday, August 1, 2026

All request must be submitted by 5:00 p.m.

Travel is the *only* exception to the final deadline – if trip takes place between Aug. 10–31 – must discuss with Teresa to ensure policies are followed



Common Questions



If org DOES NOT use entire funding allocation

- A penalty may be applied if allocation is not spent.
- The Budget & Finance committee reviews orgs spending history when determining allocation for up coming year.
 - Current fiscal year – allocation only
 - Three previous fiscal years – allocation, contingency awards, penalties and remaining balance

The usage of funding is a huge factor in determining next year funding.



Fund Raising Events

Orgs may host “Give Back Nights” with various restaurants. Establishment may request a “tax exempt” form

- *The org needs to retrieve a W9 form from www.irs.gov*
- *Use their own tax ID number and contact information*
- *Provide the W9 to the vendor for tax purposes*

Organizations cannot use TTU’s tax ID number

Fund Raising Info

This handout is created by the Student Government Association as a service to student organizations. The Budget & Finance Committee strongly recommends that student organizations conduct fundraisers as additional income for their annual budget as money allocated to student organizations by the SGA is intended to only be supplemental funding.

Why conduct a fundraiser?

- To raise money
- Promote your organization
- Motivate members
- Polish your organization's image
- Networking
- Give back to the university

Helpful Guidelines

- Set goals
 - How much does your organization want to raise
 - Be realistic in anticipated expenditures and expected revenue

Fund Raising Info

- Decide on what type of fundraiser
 - Keep your goals and purpose in mind
 - Identify the interests and talents of your organization
 - Look at what other organizations are doing, you do not want direct competition during your fundraising efforts
 - Make sure the activity is worth the effort. Sometimes it is better to do several small events than one big one
 - Be creative, try to come up with something unique
- Form a Committee
 - Delegate responsibilities
 - Do not do it all yourself
 - Including others gives ownership and encourages members
- Check Dates
 - Holidays, Exams, School Calendar, etc.
 - Consider weather options
- Publicize!
 - Explain your cause, many people will participate just for the cause.

Fund Raising Info

- Set a Timeline
 - Plan in advance
 - Allow time to complete every phase completely
- Look for outside resources
 - Partner with another organization
 - Use local sponsors
 - Seek donations
 - Buy items wholesale
- Evaluation
 - What went right? Wrong?
 - What would you do differently?
 - Who were contacts or sponsors?
 - How much money did you raise?
 - Keep accurate records to pass on
- THANK YOU!
 - Sponsors
 - Volunteers and committee members
 - Don't be stingy with appreciation or compliments!

Fund Raising Info

Fundraising Ideas

- ❖ Sell ads in your organization's publications
- ❖ Collect membership dues
- ❖ Late night doughnut and coffee sale
- ❖ Sitting services for people on vacation (House-sit, Plant-sit, Animal-sit)
- ❖ Sell candy or flowers on holidays (Valentine's Day)
- ❖ Create Survival Kits for Finals Week
- ❖ Car Washes
- ❖ Aluminum Can Drive
- ❖ Grant Writing
- ❖ Sell plants, flowers, candy, calendars, magazine subscriptions
- ❖ Garage Sale/Rummage Sale
- ❖ Host a Carnival
- ❖ Laundry Service
- ❖ Flea Market
- ❖ Rubber Duck Races
- ❖ Coat Check at various events on campus
- ❖ Dog- walking service
- ❖ Bake Sales

SGA Communication

- ▶ SGA Website (Funding Overview Page) – *always up to date with information – needs to be the first go-to resource for orgs*
- ▶ Tech Announcements – *Tuesdays only! – for any approaching trainings/deadlines*
- ▶ TechConnect – reply's will be posted to comment area on forms submitted. Such as: SGA Funding Contract 2026–2027; SGA Budget Application 2026–2027; SGA Funding Interview 2026–2027; etc

▶ Home page to SGA Funding:

<http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/>

- Check Org's Balance
- Funding Handbooks
- Important Dates & Information
- Deadlines
- Forms

▶ Treasurer Transfer Checklist

- Keep within your organization
- Has pertinent information to provide to incoming officer(s)

▶ Fundraising Ideas

▶ Student Affairs Travel Policy



FY27 Funding Contract & Budget Application Process

Teresa Davis
Account Manager

Requirements to Apply for Funding

- Must be currently registered as a student organization
- Must meet Risk Management compliance
- To check your **registration** and **risk management** status, contact the Student Involvement at 742-5433
<https://www.depts.ttu.edu/centerforcampuslife/>
- Or visit Tech Connect

FY27 Funding Application Process

Funding for September 2026–August 2027

- ▶ Funding Request Process starts **September 2, 2025** at 8:00am
Instructions are located on SGA website
Apply in TechConnect
 - Three steps:
 - ~~Funding Contract – fill out and submit in TechConnect. Print, obtain signatures and submit to SGA office
 - ~~Budget Application – fill out and submit in TechConnect
 - ~~Sign up for a funding interview
 - *Step-by-Step instructions are provided on the SGA website as well as direct links to each of the three steps of process*

Notification to Orgs via TechAnnounce (on Tuesdays) and SGA Website

FY27 Deadlines & Timeline

FY27 DEADLINES

- Funding Contract & Budget Application due (**without penalty**) Friday, **October 31, 2025 by 5:00 p.m.**
- Funding Contract & Budget Applications received **between November 1, 2025 at 5:01 p.m. to November 30, 2025** will receive a **20% penalty** from the allocation decided upon by Budget & Finance Committee
- Funding Interview Sign Up (**without penalty**) starts **November 1, 2025 to January 9, 2026 at 5:00 p.m.**
- **SCHEDULE INTERVIEW:** Log into Qless application. Application will send interview reminders.
- Funding Interview Sign Ups starting **January 10, 2026 at 5:01 p.m. to January 18, 2026 at 5:00 p.m.** will receive a **20% penalty** from the allocation decided upon by Budget & Finance Committee
- Organizations will not be allowed to sign up after January 18, 2026

FY27 DEADLINES

- ▶ **Interview process** – January 26, 2026, through February 6, 2026
 - Budget & Finance committee interview orgs
- ▶ **Allocation Weekend** – February 6, 2026 – February 8, 2026
- ▶ **Creation of the Bill of Appropriations**
 - Senate approval/passage – March/April 2026
 - Must go through three readings before being passed by Senate

FY27 funding starts September 1, 2026

Tracking Progress

- **Funding Contract and Budget Application Process**

- Orgs need to check the “Funding Application Process Tracking” spreadsheet (on SGA website) to ensure ALL documents are received.
- After allocation weekend (Feb. 6th to Feb. 8th , 2026) orgs can access spreadsheet to view FY27 allocation.
- If org wishes to appeal allocation refer to the Funding Process Handbook or the Funding Process page on the SGA website for procedure.
- After the third/final reading of the Bill of Appropriations the “Funding Application Process Tracking” spreadsheet will be updated on the Funding Process page with final allocation.
 - When Bill of Appropriations is passed it will be uploaded on the “Student Orgs Historical Allocations” page of the SGA website

Contact Information

SGA Office Suites

Student Union Building,
Room 302, 3rd Floor
806.742.3631

Website:

www.sga.ttu.edu

Email: sga@ttu.edu

- ▶ **Teresa Davis**
SGA Org Funding
Business Manager
742-3631 or 834-0458
teresa.y.davis@ttu.edu
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