

Student Government Funding for Free Food Events

To host weekly Free Food Events your organization must be approved by the Student Government.

Free Food Event Funding Breakdown:

Total amount of money allocated to Free Food Events: \$15,000

Amount limit per funding event: \$350

Process for receiving funding for Free Food Events:

1. Schedule a meeting with the Student Government Treasurer at the beginning of each semester. If your organization partners with another organization schedule a meeting with that partnered organization. More information about the meeting is outlined in *Meeting Details*.
2. Email *budget request* for each Free Food Event before the Monday of the week of your event (studentgovernment@trine.edu). *Budget requests* submitted after that Monday will not be considered. Your *budget request* does not have to be presented.
3. Voting will take place on Monday at the Student Senate meeting.
4. After approval, receive funding by either checking out the SG purchase card (preferred) or receive reimbursement after your Free Food Event is held.
 - 4a. Fill out the *expense report* when returning the SG purchase card. Staple receipt(s) to the *expense report*. Submit the *expense report* and receipt(s) to the Student Government office.
 - 4b. Submit receipt(s) and *expense report* to the Student Government office within 10 days of the purchase date.

Meeting Details:

The upcoming meeting will focus on the procedures for requesting Free Food Events for the next semester. Your organization will need to report the scheduled dates for these events and submit the corresponding *budget request* to the Student Government Treasurer. Additionally, please specify the amount of tableware required for each event, as the Student Government will be providing tableware to take advantage of bulk purchasing savings.

Please note that additional meetings may be scheduled throughout the semester if necessary.

Requirements for Meeting:

- Plans on Free Food Events for the semester.
- Dates for every Free Food Event planned for the semester.
- Dates for when to submit a *budget request* for a Free Food Event.
- The amount of tableware that is going to be used per Free Food Event.