



Student Government Association
ORGANIZATIONAL AID PACKET
2016-17 Academic Year

How to Successfully Apply for Organizational Aid...

Organization Aid is a program established by the **Student Government Association of Western Kentucky University**. Each year SGA sets aside funding to assist actively registered student groups on WKU's Campus. The goal of this initiative is to enhance the learning, leadership and volunteer opportunities of not only the students who participate in WKU Student Groups/Organizations, but also to enhance/benefit WKU, the student body and the community of Bowling Green, KY.

To Apply for Organizational Aid, the FOLLOWING will be completed and submitted to the SGA Office, located in DSU 2045

1. **Deadline: April 10, 2017.** Application must have been submitted and interview completed no later than April 10, 2017.
2. **Documents to be Submitted:**
 - a. **2016-17 Application for Organizational Aid**
 - b. **W-9 Form** (must be completed and signed by the RSO Advisor; students are NOT ALLOWED to sign this form). Link to the W-9 Form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - c. **Summary outlining how previous Organizational Aid funding was used**, must include the following:
 - i. Did the RSO receive Organizational Aid during the 2015-16 Academic Year? If the answer to this question is YES, the group will submit a summary outlining how the organizational aid was used. Pictures, videos, receipts or some form of documentation will need to be included in the summary. This summary will document how the group used the funds to enhance, benefit the learning, leadership and volunteer opportunities of the group members, WKU, the student body, and/or the community of Bowling Green, KY.
 - d. **Itemized Budget proposing how org aid funds will be utilized: An ITEMIZED BUDGET outlining how the funds will be used must be attached. There are NO EXCEPTIONS.**
3. **Schedule your Interview with the SGA Organizational Aid Committee at the time you submit your application to SGA.** There are limited interview slots each week; you may have to interview the following week. Advisors cannot attend interviews. These are intended for the student leaders of the RSO.
4. **Important Note:** Failure to pick up your awarded Organizational Aid Check prior to **June 30, 2017**, will result in a voiding of your RSO's award. Should an RSO be awarded Organizational Aid, and the RSO fails to pick up the Org Aid check, the RSO will then become ineligible for Organizational Aid the following Academic Year.

FAQ'S...Frequently Asked Questions about Organizational Aid

- **Why do we have to submit a W-9 Form?**

A W-9 Form is a "request for Taxpayer Information", and is required by the federal government of the United States. Any funds received are consider income, therefore it must be reported to the federal government, even if your RSO is considered NON-PROFIT and maintains a non-profit status.
- **What is a TIN and/or EIN?**

TIN STANDS FOR Tax Identification Number, and EIN stands for Employers Identification Number. The TIN and EIN are terms that are used interchangeably. RSO's are NOT allowed to use WKU's TIN. Each RSO must obtain a TIN that is specific to that particular group. There are no exceptions.
- **How do I find out if my RSO has a TIN?**

Contact past members/officers/advisors. It is likely this information was not transferred to the new officers/advisors during transition. The office of Student Activities keeps each RSO's TIN on file as it is provided to them. If you are unsure if your group currently has a TIN or cannot locate your number, you may contact the Office of Student Activities at 270-745-2459 or email your inquiry to stephanie.scott@wku.edu.
- **If my RSO does not have a TIN, how do I obtain one?**

To obtain a TIN for your RSO please visit the webpage, <http://www.irs.gov>. TIN's may be applied for online at the IRS website. Please note, it is highly recommend that your advisor obtain or assist in obtaining this number. As a suggestion, the TIN will be used for banking purposes, your group is more than likely a n on-profit entity, and it is an education/school club, group, or organization. It is highly recommended that the page verifying the RSO's TIN (also called the SS-4 form) be printed and a copy submitted to the Office of Student Activities where it will be placed in the RSO's hard file for future reference.
- **How will my RSO find out if we were awarded funding?**

The Student Government Association's Organizational Aid Committee will notify your RSO's contacts listed on the Org Aid Application regarding the outcome of their decision.
- **My RSO was awarded funding, but we have not received it yet. WHY?**

It is very likely that some or all of the following occurred: 1)-RSO is not currently registered with Student Activities; 2)-RSO did not submit the RSO Update Form and/or the Advisor's Statement to Student Activities for the 2016-17 Academic Year; 3)-the W-9 Form was incomplete/not signed by the advisor; 4)-There was a problem with the RSO's TIN; 5)-documentation was found to be missing; 6)-Check with your ADVISOR! Advisor's and Student Contact included on the org aid application will be contacted VIA EMAIL when checks are in and ready to be picked up.
- **NON-ALLOWABLE EXPENSES: What RSO's CANNOT spend funding on...**

Org Aid funding CANNOT be spent on alcohol or food. SGA will also help sponsor conferences, competitions and community service.

Groups are eligible to receive up to a maximum of \$500.00 per Academic Year in organizational aid funding.



APPLICATION FOR ORGANIZATIONAL AID

sponsored by the
Student Government Association of Western Kentucky University

Campus location: Downing Student Union, Room 2045
270.745.4354, sga@wku.edu

**2016-17
Academic Year**

Student Organization Name
(Do Not Use Abbreviations) _____

Advisor's Name _____ President's Name: _____

Is this student organization currently registered with the Office of Student Activities? Yes _____ No _____

Is this student organization currently being investigated by the University, or has this student organization been under investigation by the University within the past 12 months? Yes _____ No _____

If the answer is YES, explain below:

Has this student organization served a punishment from the University within the past year? If yes, please explain below: Yes _____ No _____

Student Group Information for Organizational Aid

Federal Tax ID # (TIN) _____ Amount of Org Aid Requested \$ _____ (**Amount cannot exceed \$500.00**)

Did this student group receive Org Aid during the 2015-16 Academic Year? Y _____ N _____ If YES, how much? \$ _____

Year Founded at WKU: _____ # of Officers: _____ # Active Members: _____

Are membership dues required? Y _____ N _____ If YES, how much? \$ _____

How often does the group meet? _____ Average Attendance: _____

Date & Location of Event for which
Org Aid is requested:

Will the student group be receiving additional funds from another source for which Org Aid is being requested? How Much? \$ _____

What will the funds be applied to? _____

For Office Use Only

Rec'd in SGA by: _____ Date Rec'd: _____ Is this a REGISTERED STUDENT GROUP? Y _____ N _____

Interview Date: _____ Interview Time: _____ AM / PM

Approved for 2016-17 Org Aid? Y _____ N _____ Amount \$ _____ Legislation # _____

Received in Student Activities by: _____ Date Received: _____ Date Processed: _____ PA# _____

NOTES:

In a brief summary, describe how the funds will be spent and how the Registered Student Organization hopes to benefit WKU, the Student Body, & the Community of Bowling Green, KY. **IMPORTANT NOTE:** *If funding is requested for **conferences/workshops**, the NAME of the conference/workshop, LOCATION, DATE, TIME & PURPOSE OF ATTENDANCE must be include below. **An ITEMIZED BUDGET outlining how the funds will be used must be attached. There are no exceptions.***

Student Applicant / Advisor Disclaimer & Signatures

I/We certify that these answers are true and complete to the best of my/our knowledge. If this application leads to organizational aid I/We understand that false, incorrect, or misleading information in this application or interview may result in a delay and/or termination of the processing of my/our request. In addition, the ADVISOR agrees to oversee the use of all development funds allocated by the Student Government Association of Western Kentucky University, and further agrees to take full responsibility for any funds awarded, that all funds will be used appropriately and legally. Furthermore, the funds WILL NOT be used for the purchase of alcoholic beverages.

Advisor’s Name: (printed)_____

Advisor’s Signature: _____ Date: _____

Advisor’s Phone # _____ Advisor’s Email: _____

Student’s Name: (printed)_____

Student’s Signature: _____ Date: _____