

How to obtain an SGA funded sponsorship for Your RSO:

1. Go to <https://wingspan.ulm.edu/organization/sga>
2. Click on RSO Scholarship Form
3. Fill out information listed and click submit.
4. After filling out and submitting your online application, turn in your organization's own tax ID number and a W-9 for the confirmation of your tax ID number.
5. You will be contacted by an SGA officer to update you on whether or not a motion was written.
6. After submitting online, you will then receive an email giving you a time to present your reasoning for a sponsorship.
7. Speakers come at a first-come, first-served order.
8. During the presentation, you will be questioned about the event proposed. Questions can include, but are not limited to:
 - How will SGA be recognized as a sponsor?
 - How will the scholarship be spent?
 - How does this event benefit your organization and the student body?
9. An SGA member will have to write a motion in order for the sponsorship to be considered. If a motion is written, it will be voted upon at the next SGA meeting.
10. Include in your information your Advisors full name and contact information.
11. RSO sponsorship takes at least 3 weeks before a check is printed.
12. If receipts are not turned in 5 business days after event, then the RSO is ineligible for funding for the remaining school year.

ARTICLE XI. RSO SPONSORSHIPS (from SGA By-Laws)

Section 1. Procedure:

The Student Government Association of the University of Louisiana at Monroe strives to Support ULM's Registered Student Organizations (RSO's), by allocating \$4,000 funding each semester. The \$4,000 semester allotment is divided into at least (8) eight scholarships of up to \$500 for deserving RSOs, who complete and submit the application in the proper timeline. Each RSO who is submitting for a scholarship must have a tax ID number at the time of application. RSOs may not use the ULM tax ID number as their own.

The (8) scholarships will be split into three separate application deadlines each semester:

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| Fall Semester- | (3) Scholarships awarded in September. |
| | (3) Scholarships awarded in October. |
| | (2) Scholarships awarded in November. |
| Spring Semester- | (3) Scholarships awarded in February. |
| | (3) Scholarships awarded in March. |
| | (2) Scholarships awarded in April. |

All applications **must** be submitted online through SGA Wingspan. SGA books two speakers from applying RSO's per meeting. Spots are first come first serve, determined by the RSO that submits the online form first. A representative from an applying RSO should have a presentation prepared with information covered in the guideline sheet they receive after submitting application. If an organization applies and does not receive a scholarship, they are allowed to re-apply. If a RSO is reapplying in the spring after already receiving monetary support in the fall, said RSO must wait until the first meeting in March to reapply for another sum of money. They should also be prepared to present how the first scholarship was used and how it benefited the student body as a whole.

The SGA reserves the right to rollover any unused funds and apply additional scholarships if desired within that semester. Only one sponsorship for an RSO per semester is allowed.