



SG Relief Fund:

Student Relief Application

Revised: Borhi, July 2023

Date Received/Initials: _____

Applicant/Relief Item: _____

Guidelines:

- Only eligible, active LSUA organizations or students may apply for The SG Relief Fund.
- Applications should be submitted at least two week prior to the event or trip.
- SG Relief Funding should only be requested for matters that either benefit the student body as a whole or a current student in their academic career/representation of LSUA.
- The LSUA SG Assembly may approve or deny this application based upon their discretion when acting in their official capacity as student body representatives.
- Reimbursement forms must be submitted to the SG Office no later than 21 calendar days following the expenditure of personal funds (**LSU AS541** form located on Student Government Website).
- If the student seeking relief or reimbursement is a member of SG, they must excuse themselves from the vote.

For Individual Students:

- SG Relief Funds of up to \$300 per academic year are allotted per each LSUA student.
- A valid, impactful benefit to the student's academic performance, career, or representation of LSUA must be established.
- Any student seeking relief must either attend an SG Assembly meeting or a special meeting of the SG Executive Board to present their application for aid.

For Student Organizations:

- Fundraising before applying for SG Relief Funds is required.
- A student representative of the organization is required to present the relief application to the SG Assembly for discussion, questioning, and potential approval.
- SG Relief Funds of up to \$1,000 per academic year are allotted per each organization.
- SG will price match for any amount earned through fundraising, up to \$1000.00
- SG Relief Funds are not to be applied for Advisor, personal, faculty/staff or any other expense disallowed by LSU fee-generated fund spending policy.

General Information:

Name of Student/Organization: _____

What activity is being pursued and why do you believe this brings value to LSUA and its students?

Contact Information:

Student's Name: _____ Organization Title: _____

Student's Email: _____ Phone Number: _____

Organization's Advisor or Faculty Rep's Name: _____

Department: _____

Organization's Advisor or Faculty Rep's Email: _____

Phone Number: _____

For Travel:

Name of event to be attended: _____

Dates of event: _____

Location of event: (City, State) _____

Number of students attending: _____

Itemize any travel-related expenses that you will be seeking relief or reimbursement for. This is to include conference registration (each), lodging (days & students), rental vehicle, fuel mileage, etc. Please refer to the LSU Travel Brochure for specific amounts allowed.

Registration	
Mileage (Per Diem)	
Air Fare	
Meals (Per Diem)	
Lodging	
Rental Car	

Total amount requested: _____

***Please attach agenda, reservation locations, and other relevant travel documents**

Note: LSU Forms must be completed and attached to this form.

- AS516 for non-LSUA employed student
- Work Day Spend Authorization for LSUA employed student
 - AS350 Travel Supplemental Information for all travel

*All forms can be found on the LSUA Student Government Website

For Event:

Location of event: _____

Date of event: _____

Will food be catered through Chartwells? YES NO

*If no, permission (email is fine) from Chartwells to seek other caterer is required.

Will this event be attempted if no relief is provided? YES NO

Detail any event-related cost that you will be seeking relief/reimbursement for; to include party related items, edible goods, DJ charges, tent rentals, and such like.

Describe the nature of the event and its benefit to LSUA and the student body.

***Please attach any food quotes and printouts of items desired.**

Note: An LSU AS499 form must be completed for all relief applications that includes any edible items. Mark total cost of event on AS499, including edible and non-edible items.

*Form can be found on LSUA Student Government Website

Upon completion:

To the best of my knowledge, the above application reflects a worthwhile student event, project, or conference, which will favorably enhance the student recipients and LSUA.

Student Representative _____
Date

Organization Advisor or Student's Faculty Sponsor _____
Date

Student Relief Application Approval Process

For Executive Board Usage Only

_____ is a registered organization/individual in good standing at LSU of Alexandria.

Student Government Official Who Completed Check

APPROVED

DENIED

Student Government President _____
Date

Student Government Advisor _____
Date