

February 22, 2010

**Sitka Student Government**

University of Alaska Southeast, Sitka Campus  
1332 Seward Avenue  
Sitka, Alaska 99835

**To: Individuals or parties with intent to propose actions to be funded by the Sitka Student Government Treasury**

**Re: Sponsorship Policy Notice**

In an attempt to increase active communication with the Student Government Association (SGA) on the Sitka campus, a motion was passed to adapt policy for requesting sponsorship. Interested individuals or organizations can show intent for sponsorship or use of treasury funds by presenting the SGA with a simple proposal submitted by email or by attending a meeting.

SGA would like you to keep in mind that it could take up to two weeks to process and answer your request. Please submit your proposal at least 30 days prior to sponsorship event, to ensure a successful purchase request process. Proposals submitted will be addressed at the following SGA meeting; you will receive acknowledgment of your proposal status in a timely fashion.

Please, feel free to use the form located at the Student Government webpage, located in the Sitka Campus link under Student Services. To contact SGA, send an email to [sitka.studentgov@uas.alaska.edu](mailto:sitka.studentgov@uas.alaska.edu). Meetings are held on Mondays from 10am to noon. Any attempt to increase student activity on campus or online, is admirable and we appreciate the effort! ***Introduce yourself to the Sitka Student Government, and let's do something great working together.***

Sincerely,

Sitka Student Government

## Sitka Student Government Proposal to Request Sponsorship

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Date of application:

Name of person requesting sponsorship:

Position and Organization, if applicable:

Phone:

E-mail:

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### Proposal:

[What event or action item would you like Student Government to consider]

### Dates of Requested Sponsorship:

[What is the schedule for your proposal]

### Allocation of tasks:

[What tasks are required, and who will be performing them?]

### Benefits to Local and Distance Students:

[How will Sponsorship of this proposal benefit the student body at UAS?]

### Required equipment:

[What items will be needed to make sponsorship successful?]

### Cost estimate:

[Please estimate this carefully, an exact amount will be required for purchase requisition]

Return as an attachment to [sitka.studentgov@uas.alaska.edu](mailto:sitka.studentgov@uas.alaska.edu)