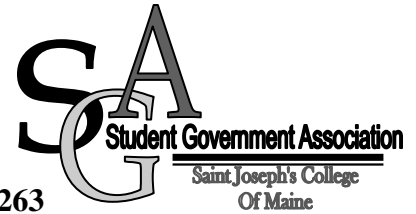




Saint Joseph's College Of Maine

278 Whites Bridge Road Standish, ME 04084-5263



STUDENT GOVERNMENT ASSOCIATION

Program Planning Sheet

This form must be turned in at the time of requesting money from budget committee, or the President of Clubs and Organizations at least 5 days prior to the program.

Program Title: _____

Club/Organization: _____

Co-Sponsor: _____

Program Organizer (point person): _____

Phone#: _____

Date: _____ Time: _____

Location: _____

Faculty/Staff Involved: _____

Description of program: _____

Reminders

If necessary have you booked the location and/or vans? YES NO NA

Does your program require specific equipment? YES NO NA

If yes, please specify: _____

Will you be requesting money from SGA budget committee? YES NO

If no, specify the funding of this program: _____

*Note: If yes you must fill out a budget request form.

Program Organizer Date

Advisor Date

VP Clubs & Organizations Date

(If applicable) Budget Approved: YES NO

Amount: \$ _____

White – SGA

Yellow – Club

Pink – Student Affairs