JAGGER’S DEN
STUDENT ORGANIZATION FUNDING REQUEST PROCESS

Jagger’s Den is a funding request process for Registered Student Organizations (RSOs) that assists with their events and programs. Funded by the Student Service Fee, applications are coordinated by the Student Government Association and Student Affairs through an online form. The application is available each semester and closed after the deadlines listed below. Each application is processed and collected by Student Affairs and then reviewed by the SGA Funding Request Committee. The process and other information is outlined below.

ELIGIBILITY
1. Must be a registered student organization (RSO)
2. Attend a Jagger’s Den Workshop
3. Meet the deadlines each semester.
4. Accept terms & conditions of the application.

DEADLINES
Fall Semester: September 1st
Spring Semester: February 2nd

APPLICATION:

In the application you will need to provide:
- Contact information for president, treasurer, and program organizer
- Program title
- Date/time/location of program
- Program description
- Program purpose
- Flyer
- Detailed budget
- Advisor approval letter
- Hearing questions

THE PROCESS
The process may vary depending upon the complexity of your event. When you apply, you should expect to receive a response to coordinate your SGA hearing within 1 week.

After SGA has notified you of their decision, purchases for your event must be coordinated with enough time to process any vendor contracts, which take up to 2-3 weeks to process. All purchases must be coordinated with Student Affairs staff.

When applying, your event date should be at least 2-4 weeks after the application deadline.

ATTEND WORKSHOP
APPLY
SGA HEARING
SGA DECISION
NOTIFICATION
COORDINATE PURCHASES
STUDENT ORG CHECKLIST

BEFORE YOU APPLY
☐ Begin event-planning process and brainstorm event ideas
☐ Reserve event space
☐ Meet the application requirements
☐ Avoid potential restricted purchases & events
☐ Apply by the deadline each semester

AFTER YOU APPLY
☐ Attend your scheduled SGA hearing

AFTER APPROVAL
☐ Coordinate purchases with Student Affairs staff
☐ Communicate changes, if any, with SGA Finance Officer and Student Affairs

EVENT REQUIREMENTS
- Open & free event
- Purchases may not be used to make a profit for the organization or fundraising.
- Serves the betterment of the university
- Adhere to federal and local law, university policies, and Jagger’s Den guidelines
- All promotional materials must include the SGA logo
- An event request form must be on file

RESTRICTED EVENTS/PROGRAMS
Many events are approved by the committee, however the following events are restricted: Fundraisers, Induction Ceremonies, General Membership Meetings, and/or Closed Banquets/Celebrations/Galas, etc.

RESTRICTED PURCHASES
- Membership fees
- Conference fees
- Hotel fees
- Gifts or prizes
- Travel, airfare, transportation, etc.
- Alcohol
- Individual meals
- Gift cards
- Members-only apparel

FOR MORE INFORMATION OR QUESTIONS, PLEASE CONTACT:
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DISCLAIMER. If an organization meets the requirements for funding, allocation of funding is not guaranteed. The amount may be granted in whole, part, or denied. The Funding Request Committee will award funding to organizations based on merit and time of application entry. To increase the likelihood of receiving funding, organizations should submit the funding request packet as early as possible. The Funding Request Committee will not deny funding on the basis of gender, ethnic origin, sexual orientation, disability, religion, nationality, political affiliation, or any other individual differences.