



SGA/RSO FUNDING DECISION APPEAL

SOF Programming and SGA Travel Funding | 2026-2027

University of Memphis, Student Government Association / Student Engagement

BEFORE YOU BEGIN

This form is used to appeal a pre-travel or pre-event funding decision made by the SGA Finance Committee for a SOF Programming Request or an SGA Travel Funding request. The appeal is submitted to the Speaker of the Senate and decided by the General Assembly.

What This Form CAN Be Used For

- A denial, return, or reduced award issued by the SGA Finance Committee on a pre-travel or pre-event funding request
- A decision the requesting organization or student believes was made in error, or without full consideration of the facts presented

What This Form CANNOT Be Used For

- A denial issued because the request violates University policy. The General Assembly cannot overturn University policy.
- A post-event or post-travel reimbursement denial. Reimbursement decisions are final and not subject to appeal.
- A request never submitted, or submitted after the applicable deadline with no exception granted. File a Procedure / Protocol Exception Request instead.

If your situation falls into the list above, this form will be returned without review.

SECTION 1: APPELLANT / ORGANIZATION

Organization name

Appellant name

Appellant officer title

Appellant UofM email

Phone

Date of appeal

SECTION 2: DECISION BEING APPEALED

Which process does this concern?

☐ SOF Programming Request

☐ SGA Travel Funding

TigerZone request number

Event or travel name

Decision date

What was decided?

☐ Denied

☐ Returned for revision, then denied on resubmission

☐ Approved in part, amount reduced (specify below)

Amount requested \$

Amount awarded \$

SECTION 3: GROUNDS FOR APPEAL

Explain why the Finance Committee decision should be reconsidered. Be specific about what facts, policy, or process considerations you believe were not fully accounted for.

SECTION 4: SUPPORTING DOCUMENTATION

Attach any documentation that supports the appeal. A written explanation alone may not be sufficient for the General Assembly to evaluate the request.

- ☐ Copy of the original funding request as submitted
- ☐ Copy of the Finance Committee decision / notification
- ☐ Itemized budget or itemized receipts, as applicable
- ☐ Additional written statement or supporting correspondence

Other

SECTION 5: APPELLANT CERTIFICATION

I certify that the information provided is accurate and complete, that I am an officer of this organization with authorized access, and that I understand this appeal concerns a pre-travel or pre-event funding decision only.

Officer signature

Printed name

Date

FOR OFFICE / SGA USE ONLY

SECTION 6: SUBMISSION AND ROUTING

Per the appeals process established by SGA, August 11, 2026:

1. Form received and reviewed for completeness
2. Submitted to the Speaker of the Senate
3. Placed on the General Assembly meeting calendar
4. Administrative Associate I and Graduate Assistant copied
5. Packet assembled and provided to the Secretary of Finance and General Assembly in advance of the meeting

Date received

Received by

Sent to Speaker

GA meeting date

SECTION 7: GENERAL ASSEMBLY DECISION

Decision

☐ Appeal GRANTED: original decision reversed or modified as specified below

☐ Appeal DENIED: original Finance Committee decision stands

Rationale / specify modification

Recorded by

Date of decision

SECTION 8: NOTIFICATIONS

Appellant notified

Method

Filed in Exception/Appeal Log

Not appealable: a denial issued because a request violates University policy. The General Assembly cannot overturn University policy.

Companion to the SOF Programming Request and SGA Travel Funding Process Maps, Procedures and Protocols, 2026-2027. Where a conflict exists, the Process Maps govern.