

SGA RESOURCE MEETINGS

Eagle's Nest Fund

The Eagle's Nest Fund is available to registered student organizations that wish to apply for monetary assistance for programming; which can consist of events, services, or projects.

If you are not a registered Student Activities Organization, you are not eligible to apply for Eagle's Nest funding.

Eagle's Nest



Eagle's Nest: The Basics I

- All programming that receive funding must serve for the betterment of campus life, as well as present opportunity for involvement.
- Funding is divided into the Fall/Spring semesters.
- The application must be submitted **AT LEAST FOUR WEEKS** before the event.

Eagle's Nest: The Basics II

SGA Eagle's Nest will **NOT** Fund:

- Membership fees
- Organizational banquets or awards
- Scholarships
- Conferences (see Raupe Travel Grant)
- Organizational equipment (t-shirts, uniforms)
- More subject to Eagle's Nest Guidelines

Step-by-Step Process:

1. Attend a resource meeting

Congrats! You're currently doing that.

2. Submit an application 4 weeks before program

The application will be available on Orgsync -- email eaglesnest@unt.edu if you have further questions

3. Your organization President AND advisor must approve the online application

4. Present to the Eagle's Nest Committee at the time set by the Student Allocations Director.

Step 1: Attend a resource meeting

The purpose of resource meetings is for the Eagle's Nest Committee and Student Allocations Director to answer any questions your organization may have.

You will done this step when you sign the attendance sheet at the end of the resource meeting.

If you attend a meeting after submitting an application, you will be automatically **DENIED**.

Step 2: Fill out the application

After attending a resource meeting, you will need to fill out the Eagle's Nest application on Orgsync.

It is required that the application is submitted four (4) before the event. **No exceptions are made.**

You can submit applications even earlier than four (4) weeks, but applications must be submitted in the same semester of the event.

Step 2: Fill out the application ct'd.

The application is used as a vetting process. This allows the committee to see what the event will consist of.

1. Answer the supplemental questions on the application
2. Submit proposed marketing materials
 - The Eagle's Nest logo will have to be present
1. A detailed budget broken down by each item
2. Quotes/estimates are not preferred, please use actual costs.



Examples of Budget Quotes

Student Organization Name				
Event Name				
Advertising	Quantity	Price per Unit	Total Price	Source
Lawn Signs	5	\$ 10.00	\$ 50.00	Eagle Images
Flyers	20	\$ 3.00	\$ 60.00	Eagle Images
Food	Quantity	Price per Unit	Total Price	Source
Avenue C Breakfast Buffet	100 people	\$ 8.75	\$ 875.00	Verde Catering
Great Value Water Bottles	2 (10 bottles each)	\$ 7.00	\$ 14.00	Wal-Mart
Vanity Fair Napkins	2 (250ct)	\$ 5.00	\$ 10.00	Wal-Mart
Guest Speaker	Quantity	Price per Unit	Total Price	Source
Bill Nye			\$1,000.00	Bill Nye PR
Union Services	Quantity	Price per Unit	Total Price	Source
A/V Tech			\$ 280.00	Union Scheduling
Police Officers	2	\$ 150.00	\$ 300.00	Union Scheduling
Room Charge			\$ 380.00	Union Scheduling
TOTAL			\$2,969.00	

Examples of Budget Quotes

The screenshot shows the Walmart.com cart page. A red circle highlights the 'Pickup Discount' banner at the top left. Another red circle highlights the 'Qty' dropdown menu for the first item, which is set to 4. A third red circle highlights the 'SUBTOTAL (11 ITEMS)' and 'EST. TAXES & FEES' in the cart summary on the right.

Walmart Departments All Search Reorder Items Sign In Cart

Pickup Discount

Save \$25!*
Save \$25 when you open an account online & spend \$25 on your first online purchase today.

Purchase amount \$64.96
Credit on billing statement \$25.00
Cost after statement credit \$39.96

*Can't be combined with other offers. Subject to credit approval. Savings paid as statement credit.

Open Account Learn More

Subtotal (11 Items) \$61.14
EST. TAXES & FEES \$3.82
(Based on 76203)

EST. TOTAL

With shipping - Free \$64.96
With Pickup savings \$60.07
Save \$4.60

CHECK OUT

Congrats — you get free shipping!
Free pickup is available as soon as today.
More about shipping and pickup

Your Cart: 11 Items

Dixie Everyday Bath Cups, 3 Oz, 200 Ct
Sold by: Walmart.com
\$18.12 (3c / ea) \$4.53 ea.
\$13.52 with pickup savings
2-DAY SHIPPING | PICKUP TODAY

Qty 4

Save for later Remove

108" x 54" Rectangular Plastic Table Covers, 2 Pack
Actual Color: Lime Green
Sold by: Walmart.com
\$10.86 \$3.62 ea.
2-DAY SHIPPING

Qty 3

Save for later Remove

Wristbands, Lime, 100pk
Sold by: Walmart.com
\$32.16 \$8.04 ea.
2-DAY SHIPPING

Qty 4

Examples of Budget Quotes

[Company Name] [Street Address] [City: ST ZIP] Phone: (000) 000-0000	INVOICE										
	<table border="1"><thead><tr><th>INVOICE #</th><th>DATE</th></tr></thead><tbody><tr><td>[123456]</td><td>5/1/2014</td></tr></tbody></table>	INVOICE #	DATE	[123456]	5/1/2014						
INVOICE #	DATE										
[123456]	5/1/2014										
BILL TO											
[Name] [Company Name] [Street Address] [City: ST ZIP] [Phone] [Email Address]											
<table border="1"><thead><tr><th>DESCRIPTION</th><th>AMOUNT</th></tr></thead><tbody><tr><td>Service Fee</td><td>200.00</td></tr><tr><td>Labor: 5 hours at \$75/hr</td><td>375.00</td></tr><tr><td>New client discount</td><td>(50.00)</td></tr><tr><td>Tax (4.25% after discount)</td><td>28.56</td></tr></tbody></table>	DESCRIPTION	AMOUNT	Service Fee	200.00	Labor: 5 hours at \$75/hr	375.00	New client discount	(50.00)	Tax (4.25% after discount)	28.56	
DESCRIPTION	AMOUNT										
Service Fee	200.00										
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New client discount	(50.00)										
Tax (4.25% after discount)	28.56										
<i>Thank you for your business!</i>	TOTAL \$ 551.56										

Step 3: Invitation to EN Committee

Once your student organization application is approved to move onto the next step, you will be invited to present at a scheduled committee meeting. These presentations are invite only, you will receive an approval email if approved.

If approved, you will be required to make a presentation about your programming.

There will be a 5-10 minute presentation period and a 5-10 minute Q&A period.

Step 4: Present to the Committee

How to prepare a presentation:

- Tell us about your organization's purpose and goals
- Itinerary or timeline of your event
- We will expect to see a **detailed** budget breakdown
 - Should be the same as the one you submitted
 - Go over each line item in detail and how it will be used
- Following the presentation, there will be a closed committee vote.
You will be notified by email of the decision.



If Denied:

If the committee denies your organization funding, you will be emailed the reasons why, and can also schedule an appointment to discuss any concerns with the Student Allocations Director, Bella Armenta. You can reach her at eaglesnest@unt.edu

If Approved:

If you are approved by the committee, you be required to fill out an Orgsync form where you will submit ALL the required funding paperwork by the deadline set by the Student Allocations Director.

What to expect to submit:

- Marketing materials (with the EN logo)
- Guest speaker/3rd party service -- W9, Invoice
- Material and supplies -- Quotes
- Advertising costs -- Quote from Eagle Images/Design Works
- Union services -- Confirmation reports

If Approved: Funding Paperwork

Expect to:

- Combine all PDFs into **ONE** PDF when you upload your funding application
- Paperwork that is **missing, incomplete, submitted after deadline, or submitted after the event** will result in a retraction of all funding.
- Expect a quick turnaround, so always check your email

Common FAQ

Who approves the funding for Eagle's Nest?

- The Eagle's Nest Committee, selected by the Student Allocations Director, will approve or deny funding. Funds are processed through Student Activities.

Does Eagle's Nest reimburse organizations?

- Eagle's Nest does not distribute reimbursements. We will pay and get the items requested on behalf of the student organization.

Common FAQ

Why was my organization denied funding?

- There are a few reasons you may have been denied. It could consist of not applying on time, no marketing materials were provided, your advisor did not approve the application, you submitted your application before attending a meeting, and more. Contact the Student Allocations Director for more information.

Why do we need to submit marketing materials?

- If approved, Eagles Nest will be funding your event and will need to be displayed on marketing materials.

Fall application opens:

July 12th, 2021

Fall application closes:

November 2nd, 2021

<https://unt.campuslabs.com/engage/submitter/form/start/461063>

If you have anymore questions, contact
eaglesnest@unt.edu

