

Sharing Items for Between Clubs

Some SGA-approved clubs and organizations have a collection of items that were left over from previous events. Club members are invited to borrow or share needed items for their meetings and events.

Purchase Process:

1. Review the log of items held by other groups. [This can be seen here](#). If you find an item(s) that you would like to utilize for an event, contact the group who owns the item to seek permission to share/borrow what you need.
2. Once a verbal agreement is made, the requesting group must complete the “Inter-Group Supplies Sharing Request Form”. This form will have information of who has granted approvals from each group involved.
3. The form must be submitted, and approved by the SGA Office Manager at least one (1) week prior to your event. SGA approval will be followed by a confirmation email, prompting you to contact the other group involved in loaning their item(s).

Steps to Complete the Inter-Group Supplies Sharing Request Form

*Note: To use any of the EngageMCLA electronic forms, you must download the App and register as a user on this system.

1. Log into EngageMCLA.
2. You will be on your Home Screen. Navigate to the “Groups” tab and select the group you represent (must be a group in which you are an officer).
3. You will see a page of tiles. You will select the “Surveys and Forms” tile.
4. You can select the “Inter-Group Supplies Sharing Request Form” tile on your screen.
5. Please complete and submit this form and wait for your approval or other from the SGA Office Manager

If you have questions about this process, please contact the SGA Office Manager (sga@mcla.edu).