

The Game Plan: Student Government Funding Policy!

The funding process is as follows:

There are now 5 main accounts for clubs; Hospitality, Equipment/Supplies, Speakers/Special Events, Travel/Conferences, and Fundraising, as well as a contingency account as a reserve.

- Every club has access to money to provide food at 1 initial meeting (one meeting up per academic year. Up to 200 dollars, based on members and anticipated interest)
 - After this first meeting, clubs in good standing will have the ability to request funds from these accounts by filling out purchase requisitions (P.O's).
- "Good Standing" will now be defined as follow
 - o Meeting attendance and minutes from all previous meetings turned in to Vice President of Student Government or Heather Saba (technical assistant).
 - o Attendance at one general body Student Government meeting per month by at least one club representative.
 - o Community service requirement (as outlined in club start up packet), must be either planned or completed by 2/3 of club membership.
 - ✓ **CLUBS MUST PROVIDE PROOF OF ALL COMMUNITY SERVICE, PAST OR FUTURE**
 - ✓ Before requesting money for large scale events (travel, big speakers, etc.) some form of community service must already have been completed
 - ✓ Should SGA discover that a club has falsified their community service, that club will be unable to request funding for the rest of the semester
 - ✓ Have at least one event sponsored by your club open to all students
- ***Request for Funding Meetings***: EVERY Tuesday at 12:30 in G-117b will be the request for funding meetings for clubs wishing to make a request for funds.³ Other organizations and departments requesting funds MUST use this process as well!
 - Clubs must attend one of these meetings before submitting their purchase requisitions for approval. Failure to attend one of these meetings may result in a denial of request. NO request will be approve until your club presents the request at a funding meeting. If you can't not attend please notify Heather in Student Life to get the information to Student Government. PO can only be filled out after receiving approval from the Student Government Officers (Budget Committee)
- Clubs must make requests 15 days before the funds are needed. POs will be need to be completed after you receive approval from Student Government on your request.

If there are any questions regarding the policies above please contact Heather Saba in room G-243 at 716-614-6222 ext 6218 or by email at hlsaba@niagaracc.suny.edu