

Student Government Funding Policy for Clubs and Organizations

These procedures are Student Life's way to hold clubs more accountable for their required community service, as well as reward those clubs that are extremely active and host great events for the student body. It is the hope of the Student Government that by using these methods it will increase the morale of clubs that are positive influences on campus by giving them access to more funds.

- **There are 5 main accounts for clubs to request additional funding:**
 - *Hospitality, Equipment/Supplies, Speakers/Special Events, Travel/Conferences, and Fundraising*, as well as a contingency account as a reserve that organizations and clubs can request from

- **"Good Standing" is defined as followed:**
 - Meeting attendance and minutes from all previous meetings turned in to the VP of SGA
 - Host an open event each semester to the campus community
 - Have AT LEAST one officer attend the club officers meetings when held by Student Government
 - Attendance at one general body senate meeting per month by at least one club representative ¹
 - 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 FUTURE²**
 - Before requesting money for large scale events (travel, big speakers, etc.) some form of community service must already have been completed. Community Service needed to be documented and turned into Student Life after completing it.
 - 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

- **Funding Request Meetings**
 - The 1st three Tuesdays of the month in G117B there will be a meeting where clubs are able to come request funding for their events. They are to bring and turn in the appropriate request form
 - Clubs must attend one of these meetings before submitting their purchase requisitions for approval. Failure to attend one of these meetings will result in a denial of request. NO request will be approved until your club presents the request at a funding meeting.
 - Requests over \$10,000 need to be taken to the general SGA meetings, which occur every Thursday in G117B at 1:00pm.
 - New Clubs are able to attend Finance Meetings after the club has been officially approved at a general SGA meeting.
 - Clubs that have existing approved budgets still need to attend SGA Finance Meetings for final approval to use the given funds.
 - If a Club representative is unable to attend a Finance Meeting, the appropriate forms can be turned into the Clubs and Organizations Office (G117D) and a member of SGA will present the information on behalf of the club.
 - *Clubs must make requests 15 days before the funds are needed*

- **Spring Budget Request Process**
 - In order to receive funding for the following year, each club will need to submit a Funding Proposal to SGA towards the end of each Spring Semester.
 - Each club will then be required to present their Funding Proposal to the Finance Committee for approval.
 - Approval will come after The Board of Trustees approves the final Student Life budget. The club will receive their approved balance during the summer.

If there are any questions regarding the policies above, please contact Heather Trumble or Meghan Shields in Student Life.

¹General Body SGA meetings are held in G117B every other Thursday. Official SGA Schedules can be found in Student Life and in the Clubs and Organizations office G117D.

²Please fill out the official form in Student Life and return to Student Life.