

Student Government Funding Policy Overview 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 now 5 main accounts for clubs o 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 council meetings when held by Student Government
 - Attendance at one general body Student Government meeting per month by at least one club representative
 - Community service requirement (as outlined in club start up packet), must be completed by 75% of club members.
 - Student groups are required to participate/collaborate/host two community service opportunities either on campus or off campus and must have at least 75% member participation. Groups will need to maintain accurate records of attendance to ensure 75% participation and submit those records to SGA upon completion. Events must be preapproved by SGA.
 - **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. Community Service needed to be documented and turned into SGA 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.
 - Have at least one event sponsored by your club open to all students.

- **Funding Request Meetings**
 - Every Tuesday of the month in G244 at 12:45 pm 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. 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 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 G244 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.
 - Clubs must make requests 15 days before the funds are needed
 - PR 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.

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 Jennifer Schwab in Student Life.

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