

## **Guidelines for distribution of Student Government Association funds**

### **1. Purpose of the funds**

- a. The Student Government Association has a separate fund from its operating budget which was created as a source of funding to help registered student clubs and organizations, with little or no budget resources, plan and organize campus-wide events. The programs should be available to the entire student body and provide opportunities in areas such as education, spiritual, social, recreational and personal growth.

### **2. Funding Criteria**

- a. Only registered student clubs and organizations may request funding. (Registration takes place through Student Activities. See Director of Activities, Wendy Holt for more information.)
- b. Events that will not be funded include:
  - i. Purely social events, unless open to the entire student body
  - ii. Political activities purely partisan in nature
  - iii. State or national dues
  - iv. Scholarship gifts or awards
  - v. Maintenance and operations not specifically related to the approved program
  - vi. Any event involving alcoholic beverages
  - vii. Travel to conferences
- c. Any funds that remain unused after an event will revert back to the Student Government so that they may provide funding to other groups.

### **3. Application process**

- a. Pick up a funding information packet from either the Student Government Office of the Dean of Student's Office.
- b. Submit a completed application to the SGA President or SGA advisor a minimum of 4 weeks before the proposed event date.
- c. The application will be reviewed at the next SGA senate meeting.
- d. One or representatives from the requesting group will be asked to attend the senate meeting to present the proposal to the SGA senate and to answer any questions they may have.

### **4. Voting process**

- a. Proposals will pass with a simple majority vote of the senate.
- b. In the event of a tie, abstentions will be considered a Nay vote.
- c. Vote may be tabled at the senate's discretion, if more information is needed.
- d. Amendments may be made and voted on during the meeting.
- e. Amendments will pass with a simple majority vote.
- f. Timing and topic of the event will be relevant in the decision process.
- f. The chairperson of the senate (SGA Vice President) cannot vote.
- g. The SGA advisor cannot vote.
- h. After the presentation to the SGA Senate, the requesting group's representative will be free to leave. The Senate may decide to fund all, none or part of any proposed event.
- i. The student club or organization will be notified of the decision, by the SGA President, within one week.

## **5. Funding**

- a. Events will not be funded retroactively.
- b. Only one request is allowed per event.
- c. All requests should be made a minimum of four weeks before the planned event date. Events falling within the four weeks deadline may be considered on an individual basis.
- d. All event publicity should indicate the event was sponsored by both SGA and the sponsoring group.

## **6. Post-funding responsibilities**

- a. A complete account of all money spent, along with all receipts must be submitted within one week of the event.
- . Funds will not be adjusted for expenses in excess of approved funding.
  - i. Any money spent in excess of the approved amount will be the responsibility of the student group.
- b. An event evaluation must be submitted to the Director of Student Activities and the Student Government Association within one week of the event.
  - . If an event evaluation is not turned in within one week of the event, the funded group may not be eligible for future funding from the SGA. The student group may be required to wait one academic year before they may request additional funding.

## **7. Appeals and finality of decisions**

- a. If a group is denied funding, they will receive a detailed description, from the SGA President, of why the request was denied.
- b. If funding is denied, the group may contact the SGA President to schedule a second meeting to review the event application/proposal.
- c. If a group's request is denied a second time, the proposal may be re-submitted.