

Service and Advocacy Funding Board

POLICIES AND PROCEDURES

The Service and Advocacy Funding Board receives money each year from the Student Life Fund, which is allocated by Student Senate. All money received from the Student Life Fund is subject to strict spending and allocation guidelines set by the Student Senate. Refer to Robert's Rules of Finance for the Service and Advocacy Council.

Service and Advocacy Funding Board

1. The Service and Advocacy Funding Board shall be comprised of
 - a. Seven student voting members representing service and advocacy organizations (Note that no more than one executive board member from the same organization will be selected to serve on the Funding Board)
 - b. Student Senate Finance Committee liaison (Non-voting Member)
 - c. Assistant Director of Student Life or other Student Life representative (Non-voting Member)
2. Duties of Funding Board Members
 - a. Review all allocations submitted by the organizations of the Service and Advocacy Council
 - b. Attend weekly (or as needed) Service and Advocacy Funding Board meeting
 - c. Attend Student Senate sponsored allocations training held each semester
 - d. Serve as a resource for Service and Advocacy organizations in the preparation of request
 - e. Remain unbiased in reviewing of applications
 - f. Encourage co-sponsorship of programs
 - g. Maintain regular communication with council advisor and senate liaison
 - h. Attend Service and Advocacy Council meetings as necessary
 - i. Other duties as assigned (ie- assisting with recording meeting minutes)
3. Funding Board Member Requirements
 - a. Applicants must have a cumulative grade point average of a 2.5 and maintain that average each semester.
 - b. Applicants must be enrolled in six credits or more for Winter and Fall semesters.
 - c. Applicants may not be graduating prior to Winter 2009.
 - d. Applicants must hold membership in a Service and Advocacy organization that is in good standing.
 - e. During the Winter 2009 semester, applicants must be available on Tuesdays from 5:00pm to 7:00pm from March 10 to April 14 for Funding Board Meetings. Applicants unavailable for this time will not be considered. Fall 2009 meeting date/time is TBD and will be based on the availability of the board members.
4. Selection Process

- a. Winter 2009: Applications will be available in February 2009 and members shall serve a term of mid-February 2009 to December 2009. For future years, applications will be available in November and Funding Board Member terms will run January to December.
- b. Applications will be reviewed by the Assistant Director of Student Life and the Student Senate Finance Committee liaison.

How to Submit a Request

1. Requests must be submitted at least **six weeks** prior to the day of the event that needs funding to ensure adequate time for processing.
2. Download the Service and Advocacy Funding form from Service and Advocacy Council website.
3. Fill the form out using Grand Valley budget codes found on the second page of the form.
4. Submit the form to jonesval@gvsu.edu at least **one week** prior to the next Service and Advocacy Funding Board meeting (refer to website for schedule).
 - a. Requests of **less than ten percent** of the current year's Service and Advocacy Council budget will be heard weekly at the Service and Advocacy Funding Board meeting. For 2009-2010: if less than \$2,800.
 - b. Requests **over ten percent** of the current year's budget will first be heard by the Service and Advocacy Funding Board, who will provide a recommendation to the Service and Advocacy Council.
 - i. The Service and Advocacy Funding Board may accept the recommendation or make alterations before providing a recommendation to the Service and Advocacy Council.
 - ii. The Service and Advocacy Funding Council may recommend that the request is referred to the Senate Appropriation Committee.

Funding Board Meetings- Review of Requests & Presentations

1. Each semester the Service and Advocacy Council Advisor will schedule a weekly meeting time for the Service and Advocacy Funding Board meeting (refer to the meeting schedule online).
2. When you submit a request, you will have the option to present your request or appoint someone from your organization to present your request for you. The contact person who submitted the request will be contacted with your scheduled presentation time.
3. Presentation to the Funding Board: In preparing for your presentation, the organization representative should come prepared to answer the following:
 - a. Introduction (Your name, your organization's name, your position, how long you have been involved in the organization)
 - b. Brief introduction of group
 - i. Mission of your organization

- ii. What you do
 - iii. Number of active members
 - c. Fundraisers done in past and amount raised
4. Presentations will last five minutes and can be done at both a funding board meeting and if necessary at the Service and Advocacy Council meeting. If a longer amount of time is needed for a presentation, the presenter may ask the chair of the meeting for extended time.
 5. After the presentation has ended, there will be 10 minutes for question and answer followed by a vote.
 6. It takes a majority vote (50% plus one) to pass a request.
 7. Funding board members are ineligible to vote in requests made by organizations they consider themselves members of.

After Submitting a Request

1. After you have received money for your event, it is your responsibility to set up a meeting with Valerie Jones, Service and Advocacy Council Advisor, to discuss the disbursement of funds.
 - a. *Preferred method of setting up a meeting: E-mail Valerie at jonesval@gvsu.edu with your name, organization, indicate the purpose of the meeting, and your availability (please provide several options no earlier than 24 hours prior).
 - b. You may also visit Valerie during her office hours in the Student Organization Center.
 - c. Additionally, appointments may be set up by visiting Valerie in the Office of Student Life (1110 Kirkhof Center) or by calling 331-2345.
2. All publicity for the event, whether done through UPO or another party, must follow all university guidelines and must have the phrase “Funded by Service and Advocacy Council as allocated by the Student Life Fund.”
3. The event must be submitted for entry on the campus event calendar by following the instructions online. Submissions may be made at www.gvsu.edu/events.
4. All money must be spent within guidelines set by the Grand Valley State University budget codes.
5. After the funded event is over, an event assessment form **must** be filled out within two weeks. Event assessment forms can be found on the Office of Student Life website at www.gvsu.edu/studentlife. Failure to fill out event assessments may impact future funding or events.
6. Event assessment forms must be filled out in order to receive any reimbursements. Failure to submit an event assessment will result in the organization being ineligible for continued funding.
7. All reimbursements must be submitted to Office of Student Life (re: Valerie Jones) within two weeks of the funded event. For questions regarding reimbursement process (questions about filling out the forms), contact the Office of Student Life front desk by calling 331-2345, e-mailing slosm@gvsu.edu, or stopping by 1110 Kirkhof Center.

For any other questions that you may have regarding funding procedures of money allocated by the Student Life Fund, please contact Valerie Jones jonesval@gvsu.edu or review the funding policies and procedures outlined on the Student Life website.

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