

FINANCE AT A GLANCE – Funding for Registered Student Organizations

Who are the Decision Makers?

Decision-making body	Membership	Charge
Student Senate General Assembly (GA)	<ul style="list-style-type: none"> Elected Senators Advised by Director of Student Life 	<ul style="list-style-type: none"> Ratifies annual budget and funding policies recommended by SSFC. Approves funding requests of more than \$10,000
Student Senate Finance Committee (SSFC)	<ul style="list-style-type: none"> Elected Senators Chaired by VP of Finance Advised by Associate Director of Student Life 	<ul style="list-style-type: none"> Develops and recommends annual budget and funding policies. Members chair Student Organization Council Funding Boards
Student Senate Appropriations Committee (SSAC)	<ul style="list-style-type: none"> Students-at-large appointed by Student Senate Chaired by VP of Finance Advised by Associate Director of Student Life 	<ul style="list-style-type: none"> Reviews Reserve Requests referred by Student Organization Councils
Student Organization Councils	<ul style="list-style-type: none"> Representatives from Council's organizations Student Senator (Funding Board Chair) ex-officio Chaired by designated staff member from Office of Student Life 	<ul style="list-style-type: none"> Oversight of Council's annual budget allocated by Student Senate Regular (usually monthly) meetings to share information and set specific policies/funding rules
Student Organization Council Funding Boards	<ul style="list-style-type: none"> Representatives from Council organizations Chaired by designated Student Senator Advised by designated staff member from Office of Student Life 	<ul style="list-style-type: none"> Reviews all funding requests from member Student Organizations Forwards requests to SSAC if necessary

Student Senate Finance Rules of Funding

Every student organization is assigned to a Student Organization Council which is allocated an annual budget by the Student Senate.

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|---------------------------------|----------------------|-----------------------|
| • Academic & Professional | • Interfaith | • Special Interest |
| • Cultural | • Media | • Sports & Recreation |
| • Greek Life | • Performing Arts | • Spotlight |
| • Honorary/Professional Society | • Service & Advocacy | |

For up-to-date contact information, Council budgets, and meeting schedules, refer to www.gvsu.edu/studentlife >> Student Organizations >> Councils and Funding Boards.

To be eligible for funding, a requesting organization must

- Be in good standing with the University.
 - Registered on Stuey with a complete roster (President, Financial Officer, 2 other Officers, Campus Advisor).
 - No outstanding judicial sanctions with the Student Organization Review Board (SORB).
- Be in good standing with assigned Student Organization Council requirements (meeting attendance, forms submitted, etc.).
- Complete online Event Assessment Form within 7 days after a funded event.

What is funded?

- Expenses related to Student Organization-sponsored events on campus, open to all students.
- Non-academic travel with a clear benefit to the campus community.

What is not funded?

- Academic-related travel. Funding for individual students is available from other sources.
- Activities to present or showcase any specific religious doctrine
- Activities to promote a political candidate or position on a political referendum (cannot promote "Vote for ____" activities).
- Arts and craft items, office supplies, or decorations already available through the Creation Station in the Student Organization Center.
- Clothing/accessories that will become personal property of an individual student.
- Individual membership dues to local/regional/national organizations.
- Retroactive reimbursements (something the group has already paid for).
- Revenue-generating events (unless the revenue goes back to the Student Life Fund).
- Seed money for fundraising activities.

Passed at GVSU's Student Senate General Assembly on 3/3/11

- Speaker gifts/honoraria *exceeding* \$25 or for GVSU faculty/staff/students or *contract speaker*
- *Items that are to be given away or donated to anyone who is not a GVSU student*

Food Regulations

- *Food for closed (members-only) activities will not be funded*
- *In order to receive funding for food organizations must provide a quote from campus dining or an off-campus establishment with an approved waiver at the time of the funding request.*

How to submit a funding request

- Submit your request at least **four weeks in advance** of the event date.
- Submit the request through www.gvsu.edu/studentlife/stuey (any officer can submit)
- Log in to Stuey
- On the “My Organizations Page” click on the \$ icon.
- Click on the “New Request” link.

Presenting the Request to the Funding Board

- The Chair of the Funding Board will schedule a hearing of each request. Notice sent through a Stuey message.
- Send a student representative to the scheduled Funding Board meeting (it does not have to be an officer).
- Be prepared with a printout of the request form submitted in Stuey.
- Be prepared to answer questions about the proposal and the planned event.
- Give a presentation of (up to) five minutes about your request.
- The Funding Board may ask questions about the request and deliberate on the request before voting.

What to do once your request is approved.

- Read and follow the instructions in the Green Status Box at the top of your completed Funding Request form found in Stuey.
- DO NOT SPEND FUNDS until you get approval through the staff at Office of Student Life Front Desk (331-2345, Kirkhof 1110, slosm@gvsu.edu). They will assist you with the logistics of placing orders, purchasing items, and processing reimbursements.
- Adhere to student organization policies/procedures found in www.gvsu.edu/rsobook
- Direct any questions to the Advisor of your Funding Board or to Michelle Burke (burkemi@gvsu.edu) in the Office of Student Life.

Kinds of funding available

Council	Campus Programs	Off-Campus Travel	Reserve Requests to SSAC
Academic & Professional	YES	NO	YES
Cultural	YES	YES	YES
Greek Life	YES	YES	YES
Honorary/Professional Society	YES	NO	YES
Interfaith	YES	YES	YES
Media	YES	YES	YES
Performing Arts	YES	YES	YES
Service & Advocacy	YES	YES	YES
Special Interest	YES	YES	YES
Sports & Recreation	YES	NO	NO
Spotlight	YES	YES	YES

Questions, Concerns, Complaints, Compliments?
 Contact your Council Advisor or Funding Board chair.
 An updated list of contact information can be found at
www.gvsu.edu/studentlife >> Student Organizations >> Councils and Funding Boards