

## How To Submit A Funding Request

So your organization wants to plan a fantastic campus wide event or travel to a conference that will help enrich campus life but you've run into a problem, your fundraising efforts have fallen short. Well, you're in luck because Student Senate and the Student Life Fund are here to help.

Any Registered Student Organization (RSO) that is in good standing with university may request funds from the Student Life Fund. You might now be asking: How can my organization gain access to some of this money? Well, read on, dear friend, and hopefully we can clear that up for you!

First off, a representative from your organization must attend the monthly council meetings. Dates, times, locations, may be found on each council's website which can be found through the Student Life Web page [www.gvsu.edu/studentlife](http://www.gvsu.edu/studentlife). If an RSO violates the council's policies, they may be ineligible for funding for the remainder of the semester. Also, please keep in mind that all funding requests must be submitted **four weeks** prior to the event date.

In order to submit a funding request, an officer must login to Stuey at <http://www.gvsu.edu/studentlife/stuey> and click on the dollar sign icon located next to the organization's name.

Stuey  
Student Life Organizations

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ALL ORGANIZATIONS MY ORGANIZATIONS (5) MESSAGES (109) SETTINGS HELP/FAQ

### My Organizations ([new organization](#))

Organization	Classification	Organization Status	Your Affiliation	
Greek Life Council	Fraternities and Sororities	Approved	Financial Officer	
Omicron Delta Kappa National Leadership Honor Society	Honorary/Professional Society	Approved	Member	
Sigma Pi Fraternity, International	Fraternities and Sororities	Approved	Officer	
Student Senate	Student Government	Approved	Member	
We Watch Movies	Performing Arts	Approved	Financial Officer	

You are currently associated with 5 organizations

**Legend**

- Organization Details
- Manage Website \*
- Manage Funding Requests \*
- Member Roster
- Documents
- Membership Agreement
- Withdraw from Organization

\* denotes president/officer/advisor access only

The page that you will be navigated to will list all of the funding requests that are active for your organization which includes past requests that were approved or denied as well as those still pending. In order to submit a new funding request, simply click the "New Funding Request" link at the top of the page.

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**Greek Life Council » Manage Funding Requests** (new funding request)

Funding Requests

Classification	Status	Requested	Approved	Entry Date	
<a href="#">On Campus Programming</a>	Approved	\$3,000.00	\$3,000.00	4/1/09	
<a href="#">On Campus Programming</a>	Approved	\$7,390.00	\$7,275.00	4/13/09	
<a href="#">On Campus Programming</a>	Pending	\$2,250.00	-	8/20/09	
<a href="#">Organization Conference Travel/Professional Field Tnp</a>	Approved	\$6,297.00	\$6,297.00	10/8/09	
<a href="#">On Campus Programming</a>	Approved	\$250.00	\$250.00	11/19/09	
<a href="#">Organization Conference Travel/Professional Field Tnp</a>	Approved	\$1,500.00	\$1,500.00	12/1/09	
<a href="#">Organization Conference Travel/Professional Field Tnp</a>	Approved	\$1,800.00	\$1,800.00	12/2/09	
<a href="#">On Campus Programming</a>	Approved	\$10,000.00	\$10,000.00	12/2/09	
<a href="#">Organization Conference Travel/Professional Field Tnp</a>	Incomplete	\$0.00	-	2/23/10	
<a href="#">Organization Conference Travel/Professional Field Tnp</a>	Incomplete	\$0.00	-	3/1/10	
<a href="#">Organization Conference Travel/Professional Field Tnp</a>	Approved	\$2,250.00	\$1,800.00	3/1/10	
<a href="#">On Campus Programming</a>	Pending	\$3,500.00	-	3/10/10	
<a href="#">On Campus Programming</a>	Approved	\$400.00	\$0.00	3/14/10	
<a href="#">On Campus Programming</a>	Approved	\$7,390.00	\$7,390.00	4/9/10	
<a href="#">Organization Conference Travel/Professional Field Tnp</a>	Approved	\$6,297.00	\$6,297.00	11/5/10	
<a href="#">On Campus Programming</a>	Approved	\$482.00	\$482.00	11/29/10	
<a href="#">On Campus Programming</a>	Approved	\$1,500.00	\$1,500.00	11/29/10	

You are now about to start filling in the information that you want the funding board to consider. The first thing that you must specify is what type of request you are submitting. An RSO may ask for:

- On Campus Programming (most common form)
- Equipment
- Organization Conference Travel
- Sport Club Tournament/Travel
- New Organization

From this point on each type of request gets a little different but there are some key factors to keep in mind.

Each request is going to ask you for a price per item and the quantity that you would like. (There is no need for a calculator as Stuey will automatically total up your requests for you).

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**Funding Request**

Funding

Account Code	Description of Expense	Cost	Quantity	Total	
Food Service [7022]	Pizza	\$8.00	5	\$40.00	
Professional Contract Services [7041]	Guest Speaker (All Inclusive Contract)	\$1,000.00	1	\$1,000.00	
University Promotions [7032]	Package 6	\$304.00	1	\$304.00	
<b>Total</b>				<b>\$1,344.00</b>	

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## On Campus Food

If you are holding an event on campus and requesting food, keep in mind that you will most likely have to go through Campus Catering unless you obtain a food waiver (which is rarely granted by Campus Catering). Under the new funding guidelines, in order to have a request heard for food, you need to bring in a quote from the catering department (which is located in KC 0101) or a copy of a signed food waiver with a quote from an outside vendor.

## Travel Requests

If the request is for travel to a conference, also please keep in mind that a conference schedule must be provided and the Student Life Fund will only cover the cost of the “early bird” registration fee (when applicable). *Academic and Professional Organizations and Honor Societies/Professional Fraternities are not eligible to request travel funding through the Student Senate.* Individual students may apply for travel to academic conferences through the Academic Conference Fund at:

<http://www.gvsu.edu/ours/acf-2.htm>

## After the Event/Conference

All organizations must complete an Event Assessment Form within 7 days of completing their event or trip. If they do not do so, their funding privileges will be revoked until the forms are complete. Why do they have to do this you might ask? These forms provide the funding boards information on how the event went so they can decide if the level of funding should be increased or decreased for next year. It also can provide incoming officers some information about how their events went in years past as well. The form is online and can be found under the Forms and Resources tab on the Student Life Web site.

## Professional Contracts

All professional contracts must be turned in to the Office of Student Life at least two weeks before the event date. In order to be approved a group must:

- The room must be reserved/confirmed with Event Services
- Event must be posted on the events calendar [www.gvsu.edu/events](http://www.gvsu.edu/events)
- Contract must be complete (all information provided, W-9 attached or on file, signed by payee)
- Council advisor must also sign contract (meeting with them BEFORE EVENT is required)
- Any questions/concerns may be directed to [program@gvsu.edu](mailto:program@gvsu.edu)

## Councils and Advisors and What to Do Once You Receive Money

Every council has an advisor (Student Life Staff Member) and senator assigned to run the funding board and help RSOs with their needs. Once awarded funds, your organization will need to take the Funding Award Notice that they received in their hearing to the Office of Student Life Front Desk and work with them and your council advisor to help you spend your money and plan a great event or conference!

Council	Advisor
<a href="#">Academic &amp; Professional</a>	<a href="#">Aaron Haight</a>
<a href="#">Cultural</a>	<a href="#">Tom Coy</a>
<a href="#">Greek Life</a>	<a href="#">Tom Coy</a>
<a href="#">Honor Society/Professional Fraternity</a>	<a href="#">Michelle Burke</a>
<a href="#">Interfaith</a>	<a href="#">Aaron Haight</a>
Media Advisory Board	<a href="#">Bob Stoll</a>
<a href="#">Performing Arts</a>	<a href="#">LeaAnn Tibbe</a>
<a href="#">Service &amp; Advocacy</a>	<a href="#">Valerie Jones</a>
<a href="#">Special Interest</a>	<a href="#">Fred Mooney</a>
<a href="#">Sports &amp; Recreation</a>	<a href="#">Bob Stoll</a>
<a href="#">Spotlight Productions</a>	<a href="#">Tom Coy</a>

I hope this was helpful and if you have any questions please do not hesitate to email the Student Senate Vice President of Finance at [ssac@gvsu.edu](mailto:ssac@gvsu.edu) or Michelle Burke, the Student Senate Financial Advisor at [burkemi@gvsu.edu](mailto:burkemi@gvsu.edu).