

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

### 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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| <ul style="list-style-type: none"> <li>Academic &amp; Professional</li> <li>Cultural</li> <li>Greek Life</li> <li>Honorary/Professional Society</li> </ul> | <ul style="list-style-type: none"> <li>Interfaith</li> <li>Media</li> <li>Performing Arts</li> <li>Service &amp; Advocacy</li> </ul> | <ul style="list-style-type: none"> <li>Special Interest</li> <li>Sports &amp; Recreation</li> <li>Spotlight</li> </ul> |
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For up-to-date contact information, Council budgets, and meeting schedules, refer to [www.gvsu.edu/studentlife](http://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.
- Food for closed (members-only) activities.
- 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.
- Speaker gifts/honoraria for GVSU faculty/staff/students.

**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](http://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/rsohandbook](http://www.gvsu.edu/rsohandbook)
- Direct any questions to the Advisor of your Funding Board or to Michelle Burke ([burkemi@gvsu.edu](mailto: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](http://www.gvsu.edu/studentlife) >> Student Organizations >> Councils and Funding Boards