FINANCE AT A GLANCE – Funding for Registered Student Organizations

Who are the Decision Makers?

<table>
<thead>
<tr>
<th>Decision-making body</th>
<th>Membership</th>
<th>Charge</th>
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</thead>
</table>
| Student Senate General Assembly (GA) | • Elected Senators  
• Advised by Associate Dean for Student Life | • Ratifies annual budget and funding policies recommended by SSFC.  
• Approves funding requests of more than $10,000 |
| Student Senate Finance Committee (SSFC) | • Elected Senators  
• Chaired by VP of Finance  
• Advised by Director of Student Life | • Develops and recommends annual budget and funding policies.  
• Members chair Student Organization Council Funding Boards |
| Student Senate Appropriations Committee (SSAC) | • Students-at-large appointed by Student Senate  
• Chaired by VP of Finance  
• Advised by Director of Student Life | • Reviews Reserve Requests referred by Student Organization Councils |
| Student Organization Councils | • Representatives from Council’s organizations  
• Student Senator (Funding Board Chair) ex-officio  
• Chaired by designated staff member from Office of Student Life | • 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 | • Representatives from Council organizations  
• Chaired by designated Student Senator  
• Advised by designated staff member from Office of Student Life | • 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.

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

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

1. Be in good standing with the University.
   a. Registered on Orgsync with a complete roster (President, Financial Officer, 2 other Officers, Campus Advisor).
   b. No outstanding judicial sanctions with the Student Organization Review Board (SORB).
2. Be in good standing with assigned Student Organization Council requirements (meeting attendance, forms submitted, etc.).
3. 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.
- Travel with a clear benefit to the campus community.

What is not funded?

- 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.
- 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
- Decorations for on-campus programming; encourage use of SOC creation Station.

**Food Regulations**
- Food for general organization meetings 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.
- Food for campus event should enhance the quality and goal of the event and not be the sole attraction of the event.

**How to submit a funding request**
- Submit your request at least four weeks in advance of the event date.
- Submit the request through [www.orgsync.com](http://www.orgsync.com) (any officer can submit)
- Log in to OrgSync
- Choose the appropriate organization requesting funds.
- Click Treasury → Budgets
- In the top right-hand corner click the green New Budget button.
- For further instructions please visit [https://orgsync.com/62606/files/378098/show](https://orgsync.com/62606/files/378098/show)

**Presenting the Request to the Funding Board**
- The Chair of the Funding Board will schedule a hearing of each request. Notice sent through a Orgsync 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 Orgsync.
- 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 comment section of your approved request.
- 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) in the Office of Student Life.

**Kinds of funding available**

<table>
<thead>
<tr>
<th>Council</th>
<th>Campus Programs</th>
<th>Off-Campus Travel</th>
<th>Reserve Requests to SSAC</th>
<th>Food for Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic &amp; Professional</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Cultural</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Greek Life</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Honorary/Professional Society</td>
<td>YES</td>
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Questions? 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