

# Funding Guidelines & Funding How-To's

Reignite Winter 2025

Bri Slager and John Dickmeyer

# Resources

Email: [slffin@gvsu.edu](mailto:slffin@gvsu.edu)

Website: [gvsu.edu/sos](http://gvsu.edu/sos)

Call: 616-331-2345

In-person meetings: Office of Student Life, Kirkhof 1110

Drop-In Advising: Monday-Thursday from 4-6 p.m. in Kirkhof 1110



# How to navigate Student Organizational Support

## Step 1:

- Access the website by using **gvsu.edu/sos** or the **gvsu website**

GRANDVALLEY STATE UNIVERSITY

SEARCH STUDENT ORGANIZATIONS

## Student Organization Support

Home

About Us ▾

Officer Resources ▾

LakerLink Resources ▾

Funding Resources ▾

Org Registration ▾

Handbook

Student Org Events ▾

Office of Student Life

CHECK OUT THE MENU FOR RESOURCES AND QUICK LINKS!

This site provides you with everything you need to successfully manage your student organization. Learn how to submit funding requests, recruit new members, plan events, and MORE.



 [LakerLink](#)

LakerLink is your way to connect to organizations, communicate with members, and explore your community.

 [Start a New Student Organization](#)

# How to navigate Student Organizational Support

## Step 2:

- Proceed to the dropdown labeled “Funding Resources”

GRANDVALLEY STATE UNIVERSITY  SEARCH STUDENT ORGANIZATIONS

## Student Organization Support

Home

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Officer Resources ▾

LakerLink Resources ▾

**Funding Resources ▾**

- Guidelines
- How-To's
- Graduate Org Funding

Org Registration ▾

Handbook

Student Org Events ▾

Office of Student Life

CHECK OUT THE MENU FOR RESOURCES AND QUICK LINKS!

This site provides you with everything you need to successfully manage your student organization. Learn how to submit funding requests, recruit new members, plan events, and MORE.



 [LakerLink](#)  
LakerLink is your way to connect to organizations, communicate with members, and explore your community.

 [Start a New Student Organization](#)  
If you can't find an organization that suits your interests,

# Student Organization Support

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## Funding Guidelines

[Campus Programming](#)[Individual Registration and Individual Transportation](#)[Group Vehicle Rental](#)[Organization Competition Fee](#)[Greek Organizations](#)[Club Sports](#)[Graduate Organizations](#)

## Campus Programming Guidelines

# Student Organization Support

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## Funding How-To

[Senate Funding Guidelines](#)[Funding Requests](#)[Preparing for the Funding Meeting](#)[Remaining Budget](#)[Funding Board Meetings](#)[Graduate Organization Funding](#)

## Senate Funding Guidelines

[Senate Funding Guidelines](#)

# Funding Types

<i>Campus Programming</i>	<i>Individual Travel</i>	<i>Vehicle Rental</i>	<i>Organizational Competition</i>
<ul style="list-style-type: none"><li>Events must be open to the entire campus community / not a reoccurring event.</li><li>Must request promotional items (LakerHub Slide, Promotion Package, etc.)<ul style="list-style-type: none"><li>Cannot be the Free Promo Package</li></ul></li><li>Cannot charge admission.<ul style="list-style-type: none"><li>Revenue returned to SFL or 501c3</li></ul></li></ul>	<ul style="list-style-type: none"><li>RSO must travel domestically.</li><li>5 individuals per organization with a max of \$500 per student.</li><li>Cannot fund lodging, souvenirs, or food.</li><li>President/financial officer needs to submit the 5 names to <a href="mailto:slffin@gvsu.edu">slffin@gvsu.edu</a></li></ul>	<ul style="list-style-type: none"><li>Must be domestic travel(including Canada).</li><li>All vehicles must be picked up from the Grandville Enterprise or the Enterprise at the Grand Rapids Airport.<ul style="list-style-type: none"><li>Rental car/minivan.</li></ul></li><li>Retreats, service trips, or immersion trips/tours are subject to additional review and advisor approval with written documentation from the advisor approving the trip.</li></ul>	<ul style="list-style-type: none"><li>Organizational Entry Fee/Tournament Fee is to only be used for organizations with a group competition fee.<ul style="list-style-type: none"><li>There is no per person fee/rate.</li></ul></li><li>Cannot be individual dues, retreats, or recreation activities.<ul style="list-style-type: none"><li>(Bowling, zoo, etc).</li></ul></li></ul>

# Campus Programming

- The event must be open to the whole student body and must relate to the mission of the RSO.
- Can be requested by all organizations.
- Bring all supporting documents to the Funding Board Meeting, such as catering quotes, room reservations, etc. If necessary documents are not available at the time of the meeting, the request will be tabled.

# Campus Programming Food Service

**JET'S PIZZA** ORDER FROM: Mi-156 Allendale ✓

2 Liter MTN Dew	<input type="button" value="1"/>	\$3.29
2 Liter Pepsi	<input type="button" value="1"/>	\$3.29
2 Liter Diet Pepsi	<input type="button" value="1"/>	\$3.29
2 Liter Starry	<input type="button" value="1"/>	\$3.29
<b>Gluten-Free Crust</b> Small, Gluten-Free, Regular, Pepperoni 10-40 cal.	<input type="button" value="1"/>	\$13.58
<b>Gluten-Free Crust</b> Small, Gluten-Free, Regular	<input type="button" value="1"/>	\$11.99
<b>Hand-Tossed Round</b> Large, Hand-Tossed Round, Regular, Pepperoni 10-40 cal.	<input type="button" value="7"/>	\$122.36
<b>Hand-Tossed Round</b> Large, Hand-Tossed Round, Regular	<input type="button" value="5"/>	\$77.45
Sub-Total:		\$236.54
Sales Tax MI:		\$14.31
Total:		\$250.85

**SWEET TREATS**

Brownies (250 cal/25oz)	\$20/Dozen
Cookies (250-310 cal/each)	\$16/Dozen
Krispie Treats (50 cal/each)	\$12/Dozen
Gourmet Dessert Bars (220 cal/2.5oz)	\$22/Dozen
Half Sheet Cake (320 cal/slice)	\$65/Each (Serves 40-50)
Full Sheet Cake (320 cal/slice)	\$100/Each (Serves 90-100)

**BEVERAGES** (Includes disposable cups and napkins)

Fresh Regular or Decaf Coffee (0 cal)	\$14/Gallon
Ice Water (0 cal)	\$1/Gallon
Hot Chocolate (60 cal/8oz)	\$12/10 Packets
Lemonade (50 cal/8oz)	\$14/Gallon
Iced Tea (0 cal/8oz)	\$10/Gallon
Canned Soda (0-50 cal/2oz)	\$15.50/Each
Bottle Water (0 cal)	\$15.50/Each
Hot Apple Cider (60 cal/8oz) (seasonal)	\$14/Gallon
Cold Apple Cider (60 cal/8oz) (seasonal)	\$14/Gallon
Fruit Punch (70-50 cal/8oz)	\$14/Gallon
Orange Juice (20 cal/8oz)	\$15/Gallon
Apple Juice (20 cal/8oz)	\$10/Gallon
Cranberry Juice (20 cal/8oz)	\$10/Gallon

**RENTAL ITEMS**

White Round Table Linens	\$5/each
White Buffet Table Linens	\$5/each
Table Skirting	\$25/each
Herbox	\$100/each
Wire Chafers with Sterno	\$20/each

**CONSIDERATIONS**

This student only menu is the most economical option for your organization because you are responsible for set-up and clean-up. All orders are packed in disposable containers and are not reusable.

Orders can be placed and picked up in the Catering Office at 0101 Kinkoph Center. Orders can also be placed by phone at 616.331.5242 or preferred by email at [catering@gsu.edu](mailto:catering@gsu.edu). For orders at the Alumni House and on the Pew campus, please call Conference Services at 616.331.5353.

Pew: 616.331.6620, Alumni House: 616.331.5353

Orders must be placed at least three business days prior to your event. There will be a 10% or \$50, whichever is larger, late fee for requests not made within the required time frame. Please note that Saturday and Sunday are not standard business days.

Customized menus are available upon request. We specialize in themed meals and ethnic meals. Please see the GVSU Low Cost Catering for Student Organizations page for more information.

Payments can be made through your University Account Number (FOPA), cash or Credit. Cash/Credit payments need to be paid three business days prior to your event. Please note that we do not accept checks or credit cards for placing your order. Please visit Krista McFarland in Kinkoph Center 110 for any funding questions.

Catering is also available through our campus national brands - Subway, Panera Bread, Express, Einstein & Gerber's, Whichwich, and Qdoba. Please contact these locations for more information.

Catering Minimum Order: Weekdays, 5pm-4pm: \$75.00 Minimum Order Saturday & Sunday, 6am-8pm: \$250.00 Minimum Order

**CLASSIC FARE CATERING**

Allendale	Pew
Phone: 616.331.5242	Phone: 616.331.6624
Fax: 616.331.5020	Fax: 616.331.6471
<a href="mailto:catering@gsu.edu">catering@gsu.edu</a>	<a href="mailto:dcv169@gsu.edu">dcv169@gsu.edu</a>
Office Hours: Monday-Friday 8am-4pm	
0101 Kinkoph Center	

**Screenshot**



Hi ,

I would be happy to help. How many **table clothes** do you need and are they for rectangle or round tables? Regular linens are \$5 each. Floor length linens are \$25 each.

Once I know how many and what kind, I can then check our stock put some linens aside for you to pick up. I will then need to enter the order into the CaterTrax website. Did you have an account I could put it under?

Please let me know if you have any questions or concerns.

Thank you,

**Danielle Callender**  
She/Her/Hers  
Catering Coordinator

**Laker FOOD co**

Grand Valley State University  
10670 S. Campus Drive  
Allendale, Michigan 49401  
616.331.3342

From: GVSU Food [gvsufood@gvsu.edu](mailto:gvsufood@gvsu.edu)

# Campus Programming

## Marketing and Promo

### \$125 - Package B:

- 3 Hours Design Time
- 78 11x17 Color Posters
- Allendale Campus Posting
- 1 Matte Banner
- 1-Week Laker Hub Digital Slide

### Marketing and Promotions Office - 7032

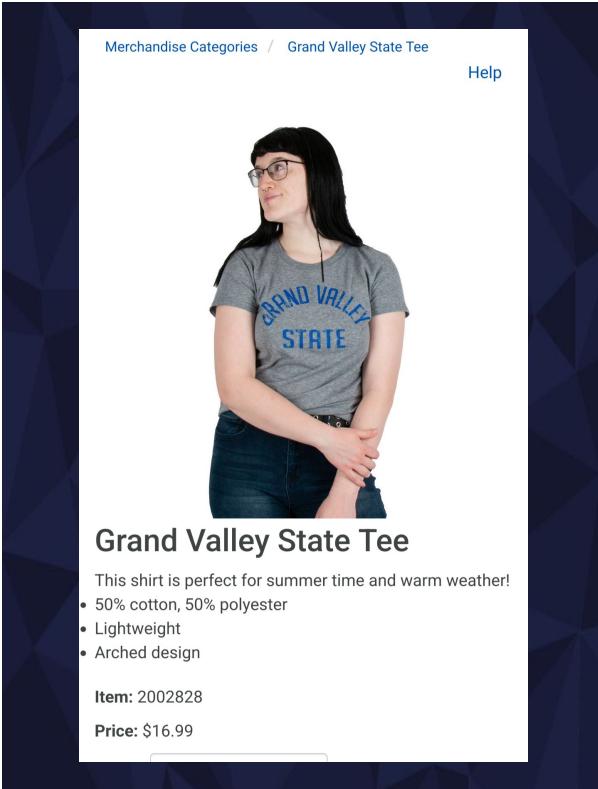
*Advertising, printing, promotions, photography, videography, etc. All funded events must include at least one promotional item (poster, LakerHub slide, plugger, flyer, etc.)*

1. <a href="#">Laker Hub slide</a>	LakerHub Slide	1 x \$20.00	\$0.00 
2. <a href="#">Matte banner</a>	Printed Materials	1 x \$36.00	\$36.00
3. <a href="#">campus posting</a>	Other	1 x \$10.00	\$10.00
4. <a href="#">Posters</a>	Printed Materials	1 x \$2.50	\$2.50

\*You cannot use the free RSO promo package for an event

# Campus Programming

## Speaker gifts



- No speaker gift/honoraria can be included if a speaker is paid through a contract. Gifts cannot be purchased for GVSU student, staff, or faculty.
- Speaker gift must not exceed \$25



# Campus Programming

## Contractual Payment:

**GVSU** OFFICE OF  
**STUDENT LIFE**  
STUDENT AFFAIRS

**CONTRACT FOR PROFESSIONAL SERVICES**  
CONTRACTOR NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
E-MAIL \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_  
METHOD OF PAYMENT : ANNUAL BUDGET : RESERVE REQUEST : OTHER :  
IS THE ARTIST A STUDENT OR GVSU EMPLOYEE? \_\_\_\_\_

Must be submitted to the Office of Student Life (1110 Kirkhof Center) two weeks prior to the engagement.

The contract provides for personal services of the Artist(s) for the engagement described below, made on the \_\_\_\_\_ day of \_\_\_\_\_, between Grand Valley State University (herein called Purchaser) and the undersigned Artist(s) (herein called Artist).

1. Name of Artist: (print)  
2. Tax I.D. Number of Artist for Payment  
3. Email of Artist  
4. Mailing Address  
5. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
6. Type of Engagement: (print)  
7. Location of Engagement: (print)  
8. Date of Engagement: (print)  
9. Starting & Finishing times, length, and number of sets: (print)  
10. For the above stated services of Artist, Purchaser agrees to pay by University check, all-inclusive fee of \$\_\_\_\_\_ if the contract has been fully executed a minimum of ten (10) working days prior to performance, payment will be made immediately upon conclusion of engagement.  
11. Is there an online payment option?  Yes  No  
12. If yes, is there a processing fee for the online payment? How much is this fee?  Yes  No \$\_\_\_\_\_  
13. Check is made payable to: (print)  
14. I, the undersigned Artist, have executed this agreement as an independent contractor and is not an employee of the Purchaser. Artist(s) agree to perform and discharge all obligations as an independent contractor under any and all laws, whether existing or in the future, in any and all trees, whether existing or in the future, in any and all laws, whether existing including but not limited to Social Security Laws, Workman's Compensation Insurance, Income Taxes, State Employment Insurance taxes or contributions, Public Liability Insurance, and Artist(s) will hold Purchaser harmless against any suits, laws as well as against all Union claims for welfare payments.  
15. The agreement of the Artist to perform is subject to proven detention by sickness, accidents, riots, strikes, epidemics, acts of God, or any other legal cause beyond the control of the Artist(s). Artist(s) agrees that Grand Valley State University shall not be liable for payment in the event that the artist fails to perform for whatever reason. Artist(s) shall be liable for all costs incurred by Grand Valley State University in the event the Artist fails to perform, (subject to proven detention).  
16. Artist(s) represent that in performing their (his/her) act under the terms of this contract, they are not infringing on the property right, copyright, patent right or anyone else; and if any suit is brought or a claim not made by anyone that anything in conjunction with the ownership or the presentation of said act or appearance is an infringement on the property rights, copyright, patent, right or other rights, Artist(s) will indemnify the Purchaser against any and all loss, damage costs, attorney fee or other loss whatsoever by reason of Booking Agent's negligent or negligent presentation of the act or attraction called for herein.  
17. Purchaser assumes no liability to provide any equipment, service or accommodations not specifically stated in this contract or incorporated into a written addendum hereof.  
18. The validity, construction and effect of this contract and any attached rider(s) shall be construed, governed and interpreted pursuant to the laws of the State of Michigan.  
19. Purchaser assumes no liability for the content or actions of the Artist's performance and the production thereof.  
20.  Check here if additional contract conditions/special requirements (i.e. technical rider, a/v equipment) are attached.

GVSU Student Life Staff Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_ Artist or Authorized Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

GVSU Student Life Staff Name (Printed) \_\_\_\_\_ Artist or Authorized Representative Name (Printed) \_\_\_\_\_

**NOTICE-STUDENTS ARE NOT AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF GVSU.**

# Campus Programming Supplies

Supplies			
1. <a href="#">Sunflowers</a>	Supplies	2 x \$19.89	\$0.00 
2. <a href="#">western wall decor</a>	Supplies	1 x \$14.99	\$14.99
3. <a href="#">green curtain</a>	Supplies	1 x \$7.99	\$7.99
4. <a href="#">coconut bowls</a>	Supplies	1 x \$29.99	\$29.99
5. <a href="#">gold curtains</a>	Supplies	1 x \$9.99	\$9.99
6. <a href="#">leaf garland</a>	Supplies	2 x \$26.98	\$0.00 
7. <a href="#">leaf backdrop</a>	Supplies	1 x \$22.80	\$22.80
8. <a href="#">palm tree</a>	Supplies	1 x \$25.95	\$0.00 
9. <a href="#">cowboy hats</a>	Supplies	1 x \$29.98	\$0.00 
10. <a href="#">wood backdrop</a>	Supplies	1 x \$33.99	\$33.99

✓ Student deals and exclusive promotions  
✓ Endless entertainment and so much more!

**Delivery: Oct. 17, 2023** If you order in the next 14 hours and 42 minutes (Details)  
Items shipped from Amazon.com

**Maverick Playing Cards, Standard Index, (Pack of 12)**  
Maverick  
\$11.99 & FREE Returns   
Qty: 1   
Sold by: Amazon.com Services LLC  
Amazon Prime eligible Join now  
 Add gift options

Choose a delivery option:  
 Tomorrow, Oct. 15  
 **Tuesday, Oct. 17** FREE One-Day Delivery with [prime student](#)  
 Tomorrow, Oct. 15  
\$6.99 - Shipping  
\$9.99 - Shipping

**Place your order**  
By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

**Order Summary**

Items:	\$11.99
Shipping & handling:	\$6.99
Total before tax:	\$18.98
Estimated tax to be collected:	\$0.72

**Order total:** 

**Review Line Item**

**Line Item Category**

**Name**  
Extra Decks of Card

**Description**  
A few more decks of playing cards for the increased volume of participants during tournaments

[https://www.amazon.com/gp/product/B07YY5VMK/ref=ox\\_sc\\_act\\_title\\_1?smid=ATVPDKIKX0DER&th=1](https://www.amazon.com/gp/product/B07YY5VMK/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&th=1)

**Quantity**  **Cost**  **Total**

**Download Support Document**  
[11-14-23 Euchre Tournament Amazon Picture.png](#)

**CLOSE**

# Group Vehicle Rental

- All requests are recommended to be submitted a **minimum of 4 weeks** in advance before the date of travel.
- This form is now your vehicle request form AND your funding form.
- RSOs can only receive funding for rental vehicles once per academic year with a total cap of \$1,000.
- Any vehicle rental paid for PRIOR to the approval of the funding request (retroactive reimbursement) is ineligible.
- All vehicles must be picked up from the Grandville Enterprise or the Enterprise at the Grand Rapids Airport(rental car/minivan).

# Individual Travel

- In order to be reviewed, RSO President/Financial Officer must send an email to [slffin@gvsu.edu](mailto:slffin@gvsu.edu) with the name of the student approved.
- Each RSO member requesting funding must submit their own request with club name included.
  - Each RSO member requesting funding is required to upload corresponding travel documentation (screenshots of registration costs, flight, etc.) when submitting their request.
- Only 5 students per organization are eligible to receive funding per year (max \$500 each student).

Departure · Fri, Oct 11

139 kg CO2e  
-27% emissions

\$389  
round trip

Select flight

9:25 AM · Gerald R. Ford International Airport (GRR)

Travel time: 2 hr 54 min

10:19 AM · Denver International Airport (DEN)

Average legroom (30 in)

Wi-Fi for a fee

In-seat power outlet

Stream media to your device

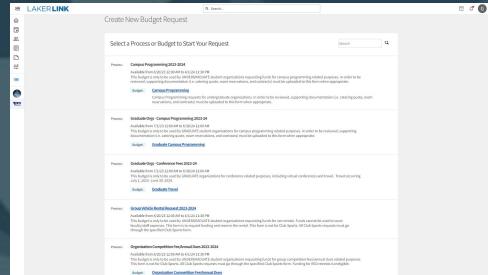
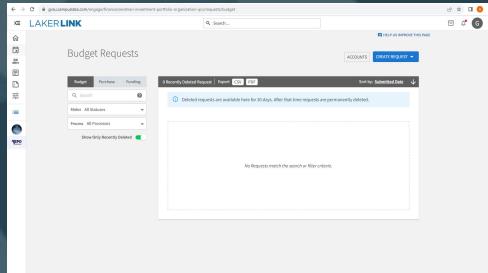
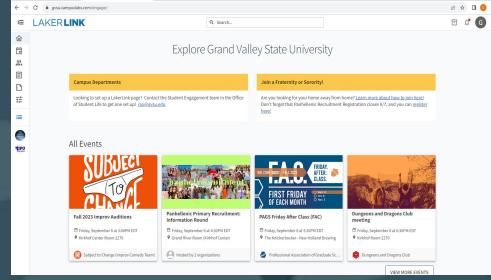
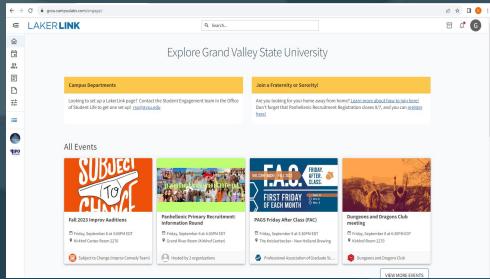
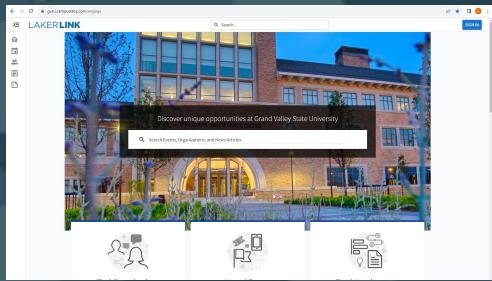
Emissions estimate: 139 kg CO2e

United · Economy · Boeing 737 · UA 1558

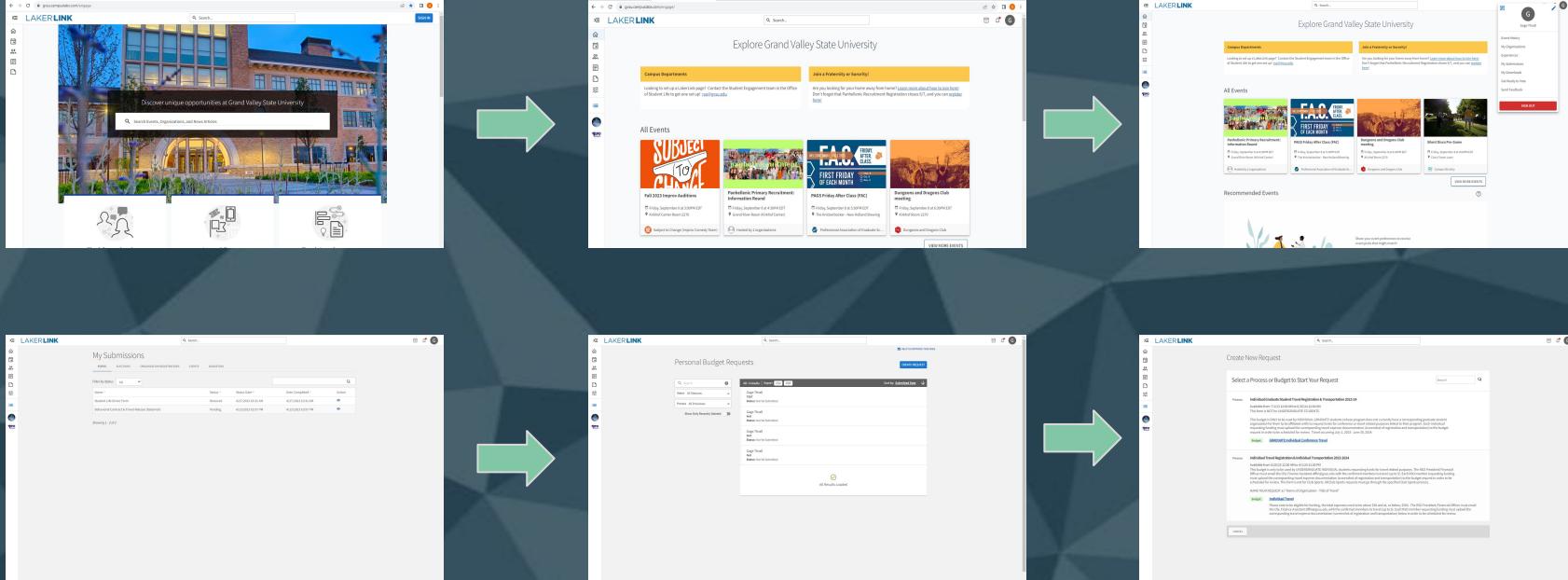
# Organization Competition Fee

- All requests are recommended to be submitted a minimum of 4 weeks in advance before the date of travel.
- No per person fee/rate/option when registering.
- Must be used as a group competition fee or dues associated with attending an event.
- Ineligible expenses:
  - Individual dues
  - Group dues
  - RSO retreats
  - Large groups to attend academic or professional development conferences. Large groups are considered over 5 members.
  - Recreation activities (bowling, zoo trips, trampoline parks, museums, etc.)

# How To Submit an Organization Request



## How to Submit an Individual Request



# What Happens After an Organization Requests Funding

- Danny/John Reviews
- Bri Reviews
  - > \$2,000 requires a meeting with Bri
- Vice President of Allocations Reviews
- Student Organizations are invited to present to the Student Senate Allocations Committee
  - > \$10,000 presentation to Student Senate General Assembly is required
- Instructions and confirmation is emailed
- OSL pays invoice/orders pizza or gives catering confirmation

# What Happens After an Individual Requests Funding

- Bri Reviews
- Danny/John Reviews
- Vice President of Allocations Reviews
- Instructions are emailed for reimbursement or purchasing

# What Happens After a Vehicle Rental Funding Request

- Bri Reviews
- Cindy D. works with Enterprise
  - Books and confirms vehicle availability
- Danny/John Review
- Vice President of Allocations Reviews
- Instructions and confirmation is emailed
- Driver approval and travel form submitted
- Organization goes on trip
- OSL pays Enterprise for vehicles

# What Happens After an Organization Competition Fee Funding Request

- Danny/John Reviews
- Vice President of Allocations Reviews
- Student Organization is invited to present to the Student Senate Allocation Committee
- Instructions and confirmation is emailed
- OSL pays invoice or organization representative uses the OSL purchasing card

# Monopoly!

## Welcome to the Game!

This interactive experience transforms the complexities of organizational funding into a fun, engaging game inspired by Monopoly.

## What You'll Learn:

Navigate real-life funding scenarios.

Make strategic financial decisions.

Understand how funding impacts organizational success.

## Game Highlights:

Manage budgets and resources.

Tackle unexpected challenges.

Compete to become the funding champion!

# Monopoly Rules

## **Objective:**

Be the player with the most money and properties by the end of the game.

## **Game Setup:**

Start with \$1,500 in game money.

Place your token on "Start."

Shuffle the Chance and Community Chest cards.

## **Gameplay:**

Roll the dice and move around the board.

Buy properties, pay rent, or face funding-related scenarios.

Draw Chance and Community Chest cards for surprises—good or bad!

## **Special Spaces:**

**Frozen Org Tundra:** Acts like Jail—get stuck or pay to leave.

**Passing Start:** Collect \$200 each time you pass "Frozen Org."

## **Winning the Game:**

The game ends after a set number of rounds or when all properties are owned.

The player with the most money and properties wins!

# Thank You!