



Funding Guidelines & Funding How-To's

Reignite Winter 2025

Bri Slager and John Dickmeyer



Resources

Email: slffin@gvsu.edu

Website: gvsu.edu/sos

Call: 616-331-2345

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

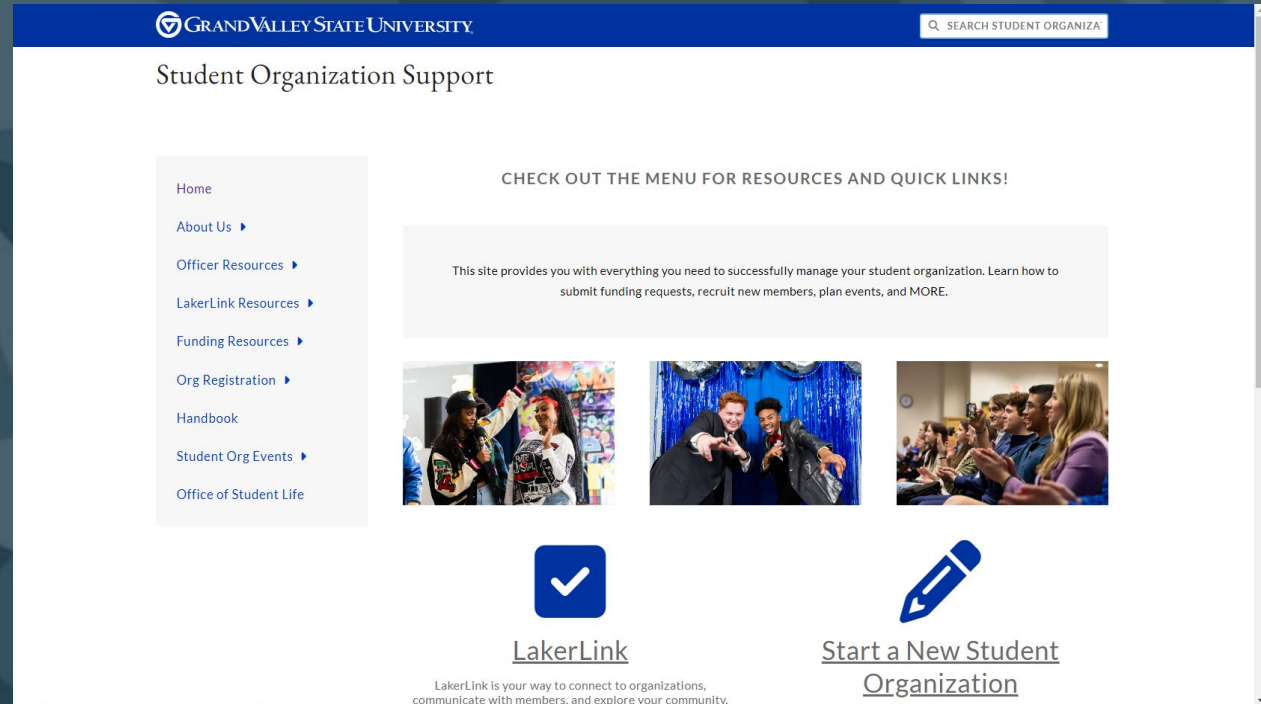
Drop-In Advising: Monday-Thursday from 4-6 p.m. in Kirkhof 1110



How to navigate Student Organizational Support

Step 1:

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



The screenshot shows the Grand Valley State University Student Organization Support website. The header is blue with the GVSU logo and a search bar. The main content area has a sidebar with navigation links and a central section with a welcome message and three photos of student organizations. At the bottom, there are two buttons: 'LakerLink' with a checkmark icon and 'Start a New Student Organization' with a pencil icon.

GRAND VALLEY STATE UNIVERSITY

SEARCH STUDENT ORGANIZA

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.

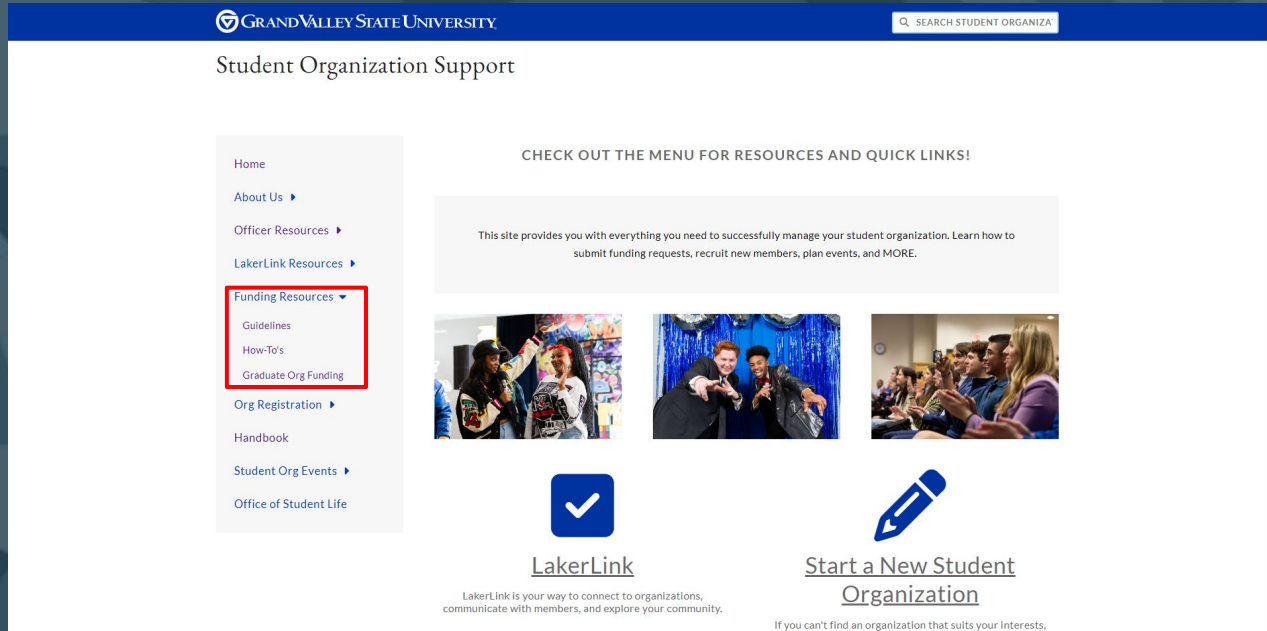


Start a New Student Organization

How to navigate Student Organizational Support

Step 2:

- Proceed to the dropdown labeled “Funding Resources”



GRAND VALLEY STATE UNIVERSITY

SEARCH STUDENT ORGANIZATION

Student Organization Support

Home

About Us ▶

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 Resources ▼](#)

[Guidelines](#)

[How-To's](#)

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Funding How-To

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Senate Funding Guidelines

[Senate Funding Guidelines](#)

Funding Types

Campus Programming

- Events must be open to the entire campus community / not a reoccurring event.
- Must request promotional items (LakerHub Slide, Promotion Package, etc.)
 - Cannot be the Free Promo Package
- Cannot charge admission.
 - Revenue returned to SFL or 501c3

Individual Travel

- RSO must travel domestically.
- 5 individuals per organization with a max of \$500 per student.
- Cannot fund lodging, souvenirs, or food.
- President/financial officer needs to submit the 5 names to slffin@gvsu.edu

Vehicle Rental

- Must be domestic travel(including Canada).
- All vehicles must be picked up from the Grandville Enterprise or the Enterprise at the Grand Rapids Airport.
 - Rental car/minivan.
- Retreats, service trips, or immersion trips/tours are subject to additional review and advisor approval with written documentation from the advisor approving the trip.

Organizational Competition

- Organizational Entry Fee/Tournament Fee is to only be used for organizations with a group competition fee.
 - There is no per person fee/rate.
- Cannot be individual dues, retreats, or recreation activities.
 - (Bowling, zoo, etc).

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	1	\$3.29
2 Liter Pepsi	1	\$3.29
2 Liter Diet Pepsi	1	\$3.29
2 Liter Starry	1	\$3.29
Gluten-Free Crust Small, Gluten-Free, Regular, Pepperoni 10-40 cal.	1	\$13.58
Gluten-Free Crust Small, Gluten-Free, Regular	1	\$11.99
Hand-Tossed Round Large, Hand-Tossed Round, Regular, Pepperoni 10-40 cal.	7	\$122.36
Hand-Tossed Round Large, Hand-Tossed Round, Regular	5	\$77.45
Sub-Total:		\$238.54
Sales Tax MI:		\$14.31
Total:		\$252.85

SWEET TREATS	
Brownies (250 cal/2.5oz)	\$20/Dozen
Cookies (250-310 cal/each)	\$16/Dozen
Krispie Treats (160 cal/each)	\$20/Dozen
Gourmet Dessert Bars (220 cal/2.5oz)	\$20/Dozen
Half Sheet Cake (320 cal/each)	\$65/Each (Serves 30-40)
Full Sheet Cake (320 cal/each)	\$110/Each (Serves 50-70)
Ice Cream Social Select One Ice Cream: Vanilla Ice Cream (140 cal/5 cup) Chocolate Ice Cream (160 cal/5 cup) Caramel Sauce (150 cal/2.5oz) Caramel Sauce (130 cal/2.5oz) Oreo Pieces (130 cal/2.5 cup) Reese's Pieces (140 cal/2.5 cup) Sprinkles (20 cal/1oz) Nuts (160 cal/2.5 cup)	\$100/Package (Serves up to 50)
BEVERAGES	
(Includes disposable cups and napkins)	
Fresh Regular or Decaf Coffee (0 cal)	\$14/Gallon
Ice Water (0 cal)	\$3/Gallon
Hot Chocolate (160 cal/ 6oz)	\$12/10 Packets
Lemonade (90 cal/ 6oz)	\$14/Gallon
Ice Tea (0 cal/ 6oz)	\$10/Gallon
Canned Soda (0-100 cal/ 2oz)	\$150/Each
Bottle Water (0 cal)	\$150/Each
Hot Apple Cider (160 cal/ 6oz) (seasonal)	\$14/Gallon
Cold Apple Cider (160 cal/ 6oz) (seasonal)	\$14/Gallon
Fruit Punch (10-40 cal/ 6oz)	\$14/Gallon
Orange Juice (100 cal/ 6oz)	\$15/Gallon
Apple Juice (90 cal/ 6oz)	\$10/Gallon
Cranberry Juice (120 cal/ 6oz)	\$10/Gallon

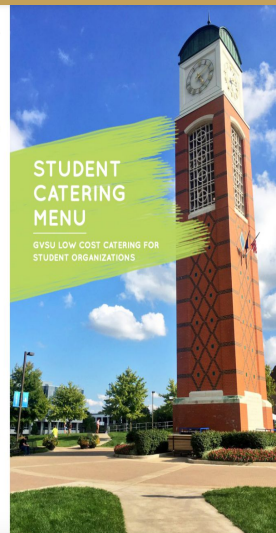


*All items are available for custom needs only. Additional charges or delivery is available upon request. All catering may be customized needs, please contact Allendale, Michigan for more information.

RENTAL ITEMS	
White Round Table Linens	\$5/each
White Buffet Table Linens	\$5/each
Table Skirting	\$25/each
Halfbox	\$100/each
Wine 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 appropriate serving utensils are included. Orders can be placed and picked up in the Catering Office at 0101 Kirkhof Center. Orders can also be placed by phone at 616.331.3342 or preferred method by email at catering@gvsu.edu . For orders at the Alumni House and on the Pew Campus, please contact Conference and Event Planning. Pew: 616.331.6620 Alumni House: 616.331.3353. 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 three business days of your event. Please note that Saturday and Sunday are not standard business days. Customized menu are available upon request. We specialize in themed meals and ethnic meals. Please ask if you have specific catering needs. Student Organizations may also order from our "Everything Catering" menu. Payments can be made through your University Account Number (UCAF), cash or Credit. Credit/Cash payments need to be paid three business days prior to event. If paying with a FGA, we must have your Authorization Form prior to placing your order. Please visit Krista McFarland in Kirkhof Center 010 with any funding questions. Catering is also available through our campus national brands - Subway, Einstein's, Panda Express, Sweet 16, Genelli's, which which, and Qdoba. Please contact these locations for more information. Catering Minimum Order Policy: Weekdays, 5pm-6pm: \$25.00 Minimum Order Saturday & Sunday, 8am-6pm: \$250.00 Minimum Order	

CLASSIC FARE CATERING	
Allendale Phone: 616.331.3342 Fax: 616.331.3330 catering@gvsu.edu Office Hours: Monday-Friday 8am-6pm	Pew Phone: 616.331.6624 Fax: 616.331.6471 doevenh@gvsu.edu Office Hours: 8am-6pm

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

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

From: GVSU Food gsufood@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

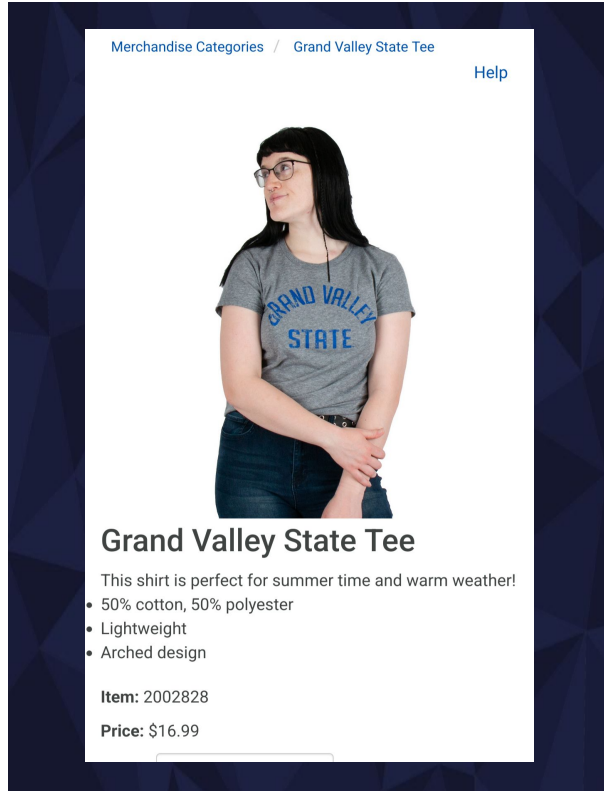
Advertising, printing, promotions, photography, videography, etc. All funded events must include at least one promotional item (poster, LakerHub slide, plugger, flyer, etc.)

1. Laker Hub slide	LakerHub Slide	1 x \$20.00	\$0.00 ↓
2. Matte banner	Printed Materials	1 x \$36.00	\$36.00
3. campus posting	Other	1 x \$10.00	\$10.00
4. Posters	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:



CONTRACT FOR PROFESSIONAL SERVICES	
ORGANIZATION NAME	PHONE NUMBER
CONTACT NAME	
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, lengths, 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. It is understood that the Artist(s) executed this agreement as an independent contractor and is not an employee of the Purchaser. Artist(s) agrees to perform and discharge all obligations as an independent contractor under any and all laws, whether existing or in the future, is any and all laws, 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 such 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, strikers, epidemics, acts of God, or any other legitimate conditions beyond Artist's control. It is further agreed that Grand Valley State University shall not be liable for payment in the event that the artist fails to perform for whatever reason. Artists are 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 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 Agency permitting or allowing the 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 hereto.
18. The validity, construction and effort 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 GVGSU.

Campus Programming Supplies

Supplies			
1. Sunflowery	Supplies	2 x \$19.89	\$0.00 ↕
2. western wall decor	Supplies	1 x \$14.99	\$14.99
3. green curtain	Supplies	1 x \$7.99	\$7.99
4. coconut bowls	Supplies	1 x \$29.99	\$29.99
5. gold curtains	Supplies	1 x \$9.99	\$9.99
6. leaf garland	Supplies	2 x \$26.98	\$0.00 ↕
7. leaf backdrop	Supplies	1 x \$22.80	\$22.80
8. palm tree	Supplies	1 x \$25.95	\$0.00 ↕
9. cowboy hats	Supplies	1 x \$29.98	\$0.00 ↕
10. wood backdrop	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
FREE One-Day Delivery with Prime Student
☒ Tuesday, Oct. 17
\$6.99 - Shipping
☐ Tomorrow, Oct. 15
\$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:	\$19.70

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/B07YYSVMK/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&th=1

Quantity		Cost		Total
1	X	\$ 19.7	=	\$19.70

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 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 ⓘ

Select flight

\$389
round trip ^

○


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


Travel time: 2 hr 54 min


○


10:19 AM · Denver International Airport (DEN)


United · Economy · Boeing 737 · UA 1558

 Average legroom (30 in)

 Wi-Fi for a fee

 In-seat power outlet

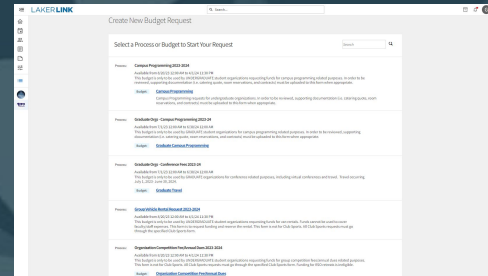
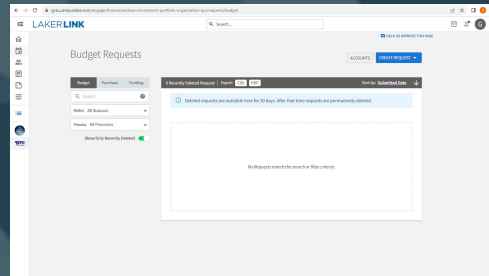
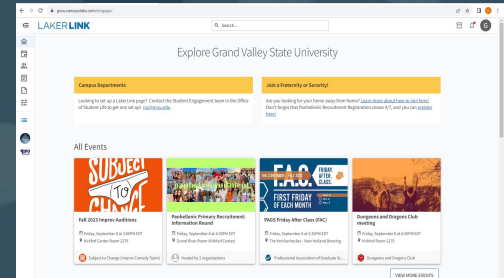
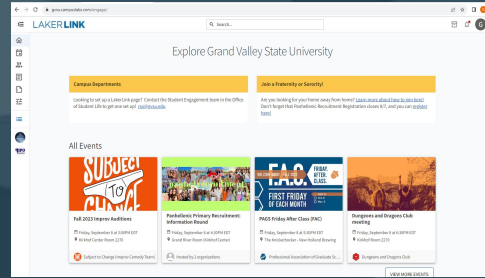
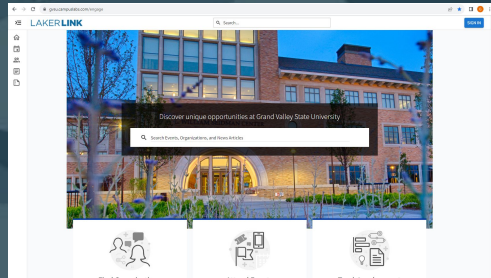
 Stream media to your device

 Emissions estimate: 139 kg CO₂e ⓘ

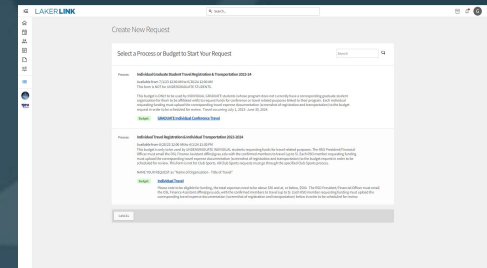
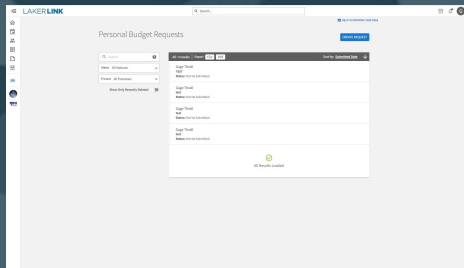
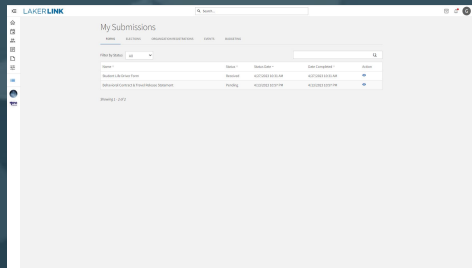
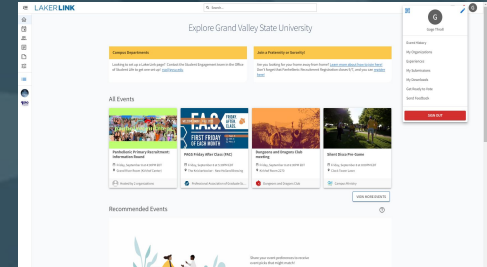
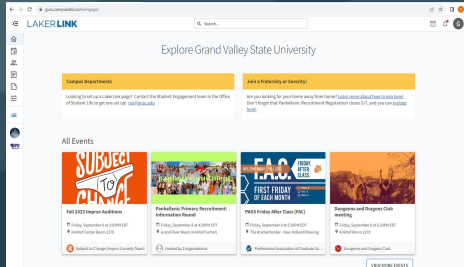
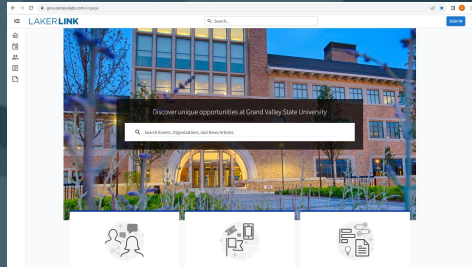
Organization Competition Fee

- 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!