

Student Life Fund

Overview & Updates

Ignite | Downtown | Fall 2018

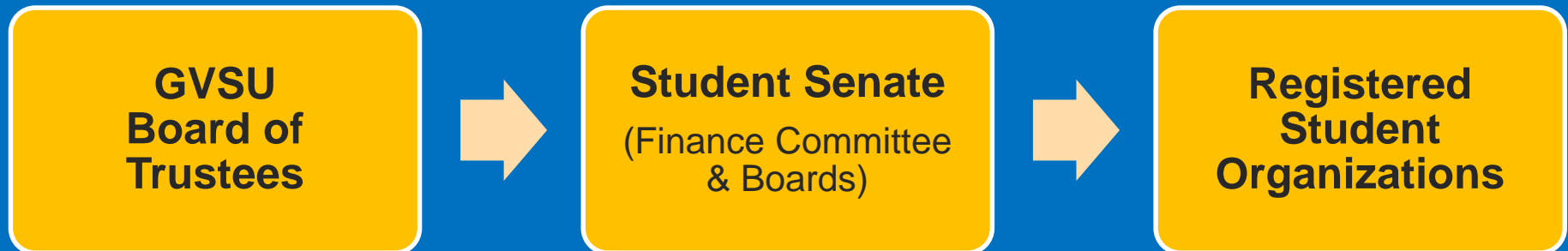
Revised 9/13/18

Agenda

- Student Life Fund - Overview
- Types of Funding Available
 - Funding Boards, Budget & Remaining Funds
- Campus Programming
 - Submission Steps, Timeline, Etc.
- Travel Fund
 - Purpose & Revised Process
 - Summary of Guidelines
 - Submission Steps
 - Van Rental Guidelines
- How to Submit on LakerLink
- Resources & Contacts

Student Life Fund Overview

- **Purpose of funds: “enhance campus life”**
- Total fund is approx. \$1.2 mill and also supports Student Media, Traditions, Spotlight Productions & more
- Student-led process by Student Senate; supported by OSL



- RSOs request funds via LakerLink through the “Campus Budgeting System”

Student Senate & Student Life Partnership



Amanda Crawford

*Student Senate
Vice President of Finance*



Valerie Guzman

*Assoc. Director of
Student Life*



Krista McFarland

Student Life Assistant

Types of Funding Available

**Campus
Programming**
(1 related form)

All RSOs excluding:
Club Sports
Graduate RSOs

Travel
(3 related forms)

All RSOs excluding:
Club Sports
Graduate RSOs
Fraternities & Sororities

Equipment
(1 related form)

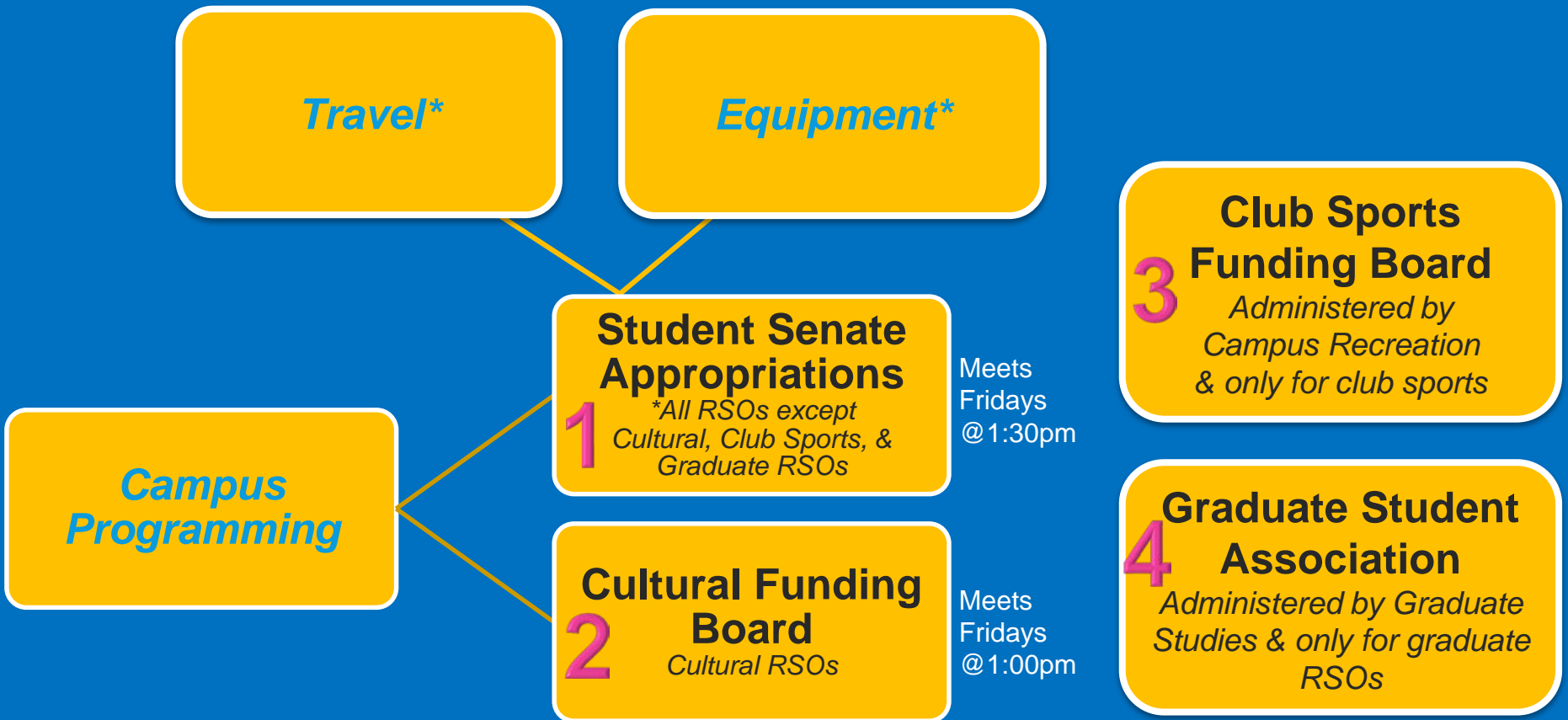
All RSOs excluding:
Club Sports
Graduate RSOs

Club Sports

**Graduate Student
Organizations**

- *All have separate forms
- *All have specific guidelines
- *Each timeline varies

Distributed Through 4 Boards



**All RSOs excluding Club Sports, Fraternities & Sororities, Graduate RSOs*

18-19 Budget

Add'l information about the Student Life Fund & the budget: <https://www.gvsu.edu/studentsenate>

Organization Category	Beginning Balance
Travel	\$ 85,300.00
Academic & Professional	\$ 12,500.00
Cultural	\$ 80,000.00
Interfaith	\$ 7,000.00
Performing Arts	\$ 10,500.00
Service & Advocacy	\$ 31,000.00
Special Interest	\$ 28,000.00
Honor Society	\$ 2,000.00

Update of 18-19 Remaining Funds

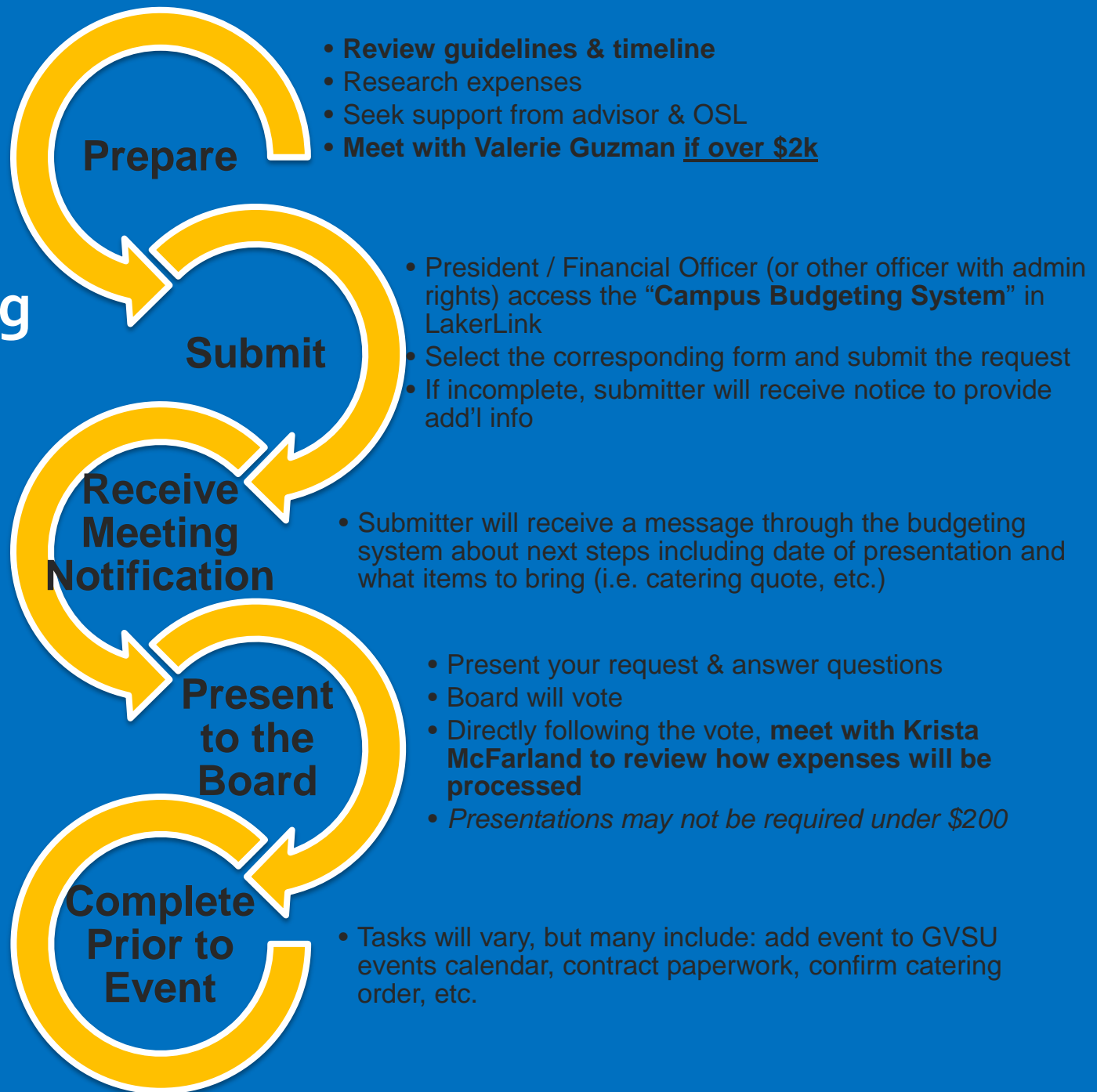
Budget Breakdown: Updated 8/27/2018

Organization Category	Beginning Balance	Remaining Balance	Percentage Remaining
Travel	\$ 85,300.00	\$ 77,260.00	91%
Academic & Professional	\$ 12,500.00	\$ 12,500.00	100%
Cultural	\$ 80,000.00	\$ 80,000.00	100%
Interfaith	\$ 7,000.00	\$ 7,000.00	100%
Performing Arts	\$ 10,500.00	\$ 10,500.00	100%
Service & Advocacy	\$ 31,000.00	\$ 30,500.00	98%
Special Interest	\$ 28,000.00	\$ 20,640.50	74%
Honor Society	\$ 2,000.00	\$ 2,000.00	100%

Tip: Funding for 19-20 will open in March 2019; plan ahead to request funds during the early approval period!

Campus Programming Submission Steps

*No major changes to the process



Timeline for Submitting a Request (Campus Programming)

Date of Event / Travel:	Submit Request by:	First Possible Funding Meeting:
Locate the desired date of your event / travel	This is the last date that you can submit a request for the corresponding program or travel date. IF SUBMITTED AFTER THIS DATE, YOUR REQUEST WILL BE DENIED.	Please note: this is a hypothetical date for planning purposes. DO NOT show up to a funding meeting without receiving a confirmation for the meeting date on your LakerLink funding request.
10/3/2018	9/5/2018	9/21/2018
10/4/2018	9/6/2018	9/21/2018
10/5/2018	9/7/2018	9/21/2018
10/6/2018	9/8/2018	9/21/2018
10/7/2018	9/9/2018	9/21/2018
10/8/2018	9/10/2018	9/21/2018
10/9/2018	9/11/2018	9/28/2018
10/10/2018	9/12/2018	9/28/2018
10/11/2018	9/13/2018	9/28/2018

** Events occurring prior to 10/3 must have utilized the early approval period in April 2018*

***Events which occur between 12/4-12/10 must be submitted before 11/5 in order to avoid delays from Thanksgiving Break*

****Events between 12/25/17-1/14/19 must be submitted before 11/26 to be heard at the last funding meeting*

Tip: Beat the timeline! Earlier submission is HIGHLY recommended!

Three Common Errors to Avoid

Prior to Submitting

Missing details; incomplete submissions will result in delay in scheduling

During the Funding Board Meeting

Not bringing documentation (i.e. quotes for catering, etc.); request will be tabled

After Receiving Funding

Not using funding timely especially for contracts and promotions!

Travel Fund – Core Concepts



Travel Fund – Revised Process

**More effectively
serve students**

- Easier navigation pre & post-funding through the simplified and streamlined process

Increase Access

- Every RSO member can view the form, not just those with admin rights in LakerLink

**Strengthen
advocacy for
students & funds**

- We will capture additional data to better understand how students are benefitting
- Better data will assist with maintaining and increasing funds

Summary of Changes

Individual Request Process

- One member is no longer responsible for entire group – apply as an individual
- A student can apply and receive funding once per fiscal year
- Receive up to \$500 per student for up to 5 students per organization

Eligible Expenses

- Individual Registration
- Individual Transportation (*i.e. flight, bus ticket*) and ground transportation (*i.e. taxi, uber*) with no distance restriction (50 mile minimum was removed)
- Vans for group travel; add'l funds available up to \$1500

Ineligible Expenses

- Charter buses
- Lodging
- Other restricted items outlined in guidelines (same as 17-18 including food, gas, etc.)

Other Changes

- No presentation to funding board
- No 4 week “deadline” for individual requests
- Reimbursement process - all approved expenses must have a receipt

3 Types / Forms for Travel

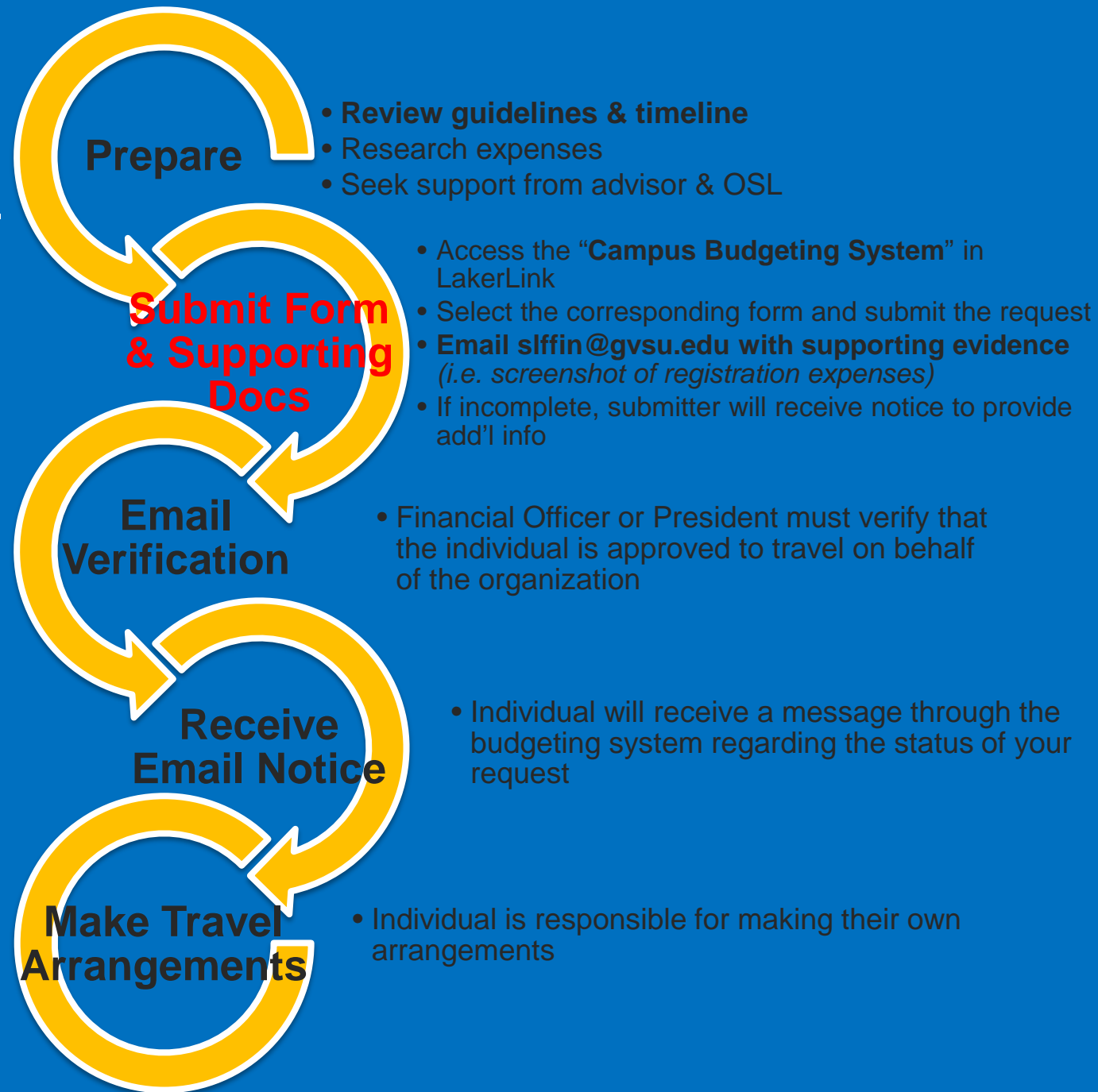
**Applies to all RSOs excluding Club Sports, Fraternities & Sororities, Graduate RSOs*

Individual
Registration &
Individual
Transportation

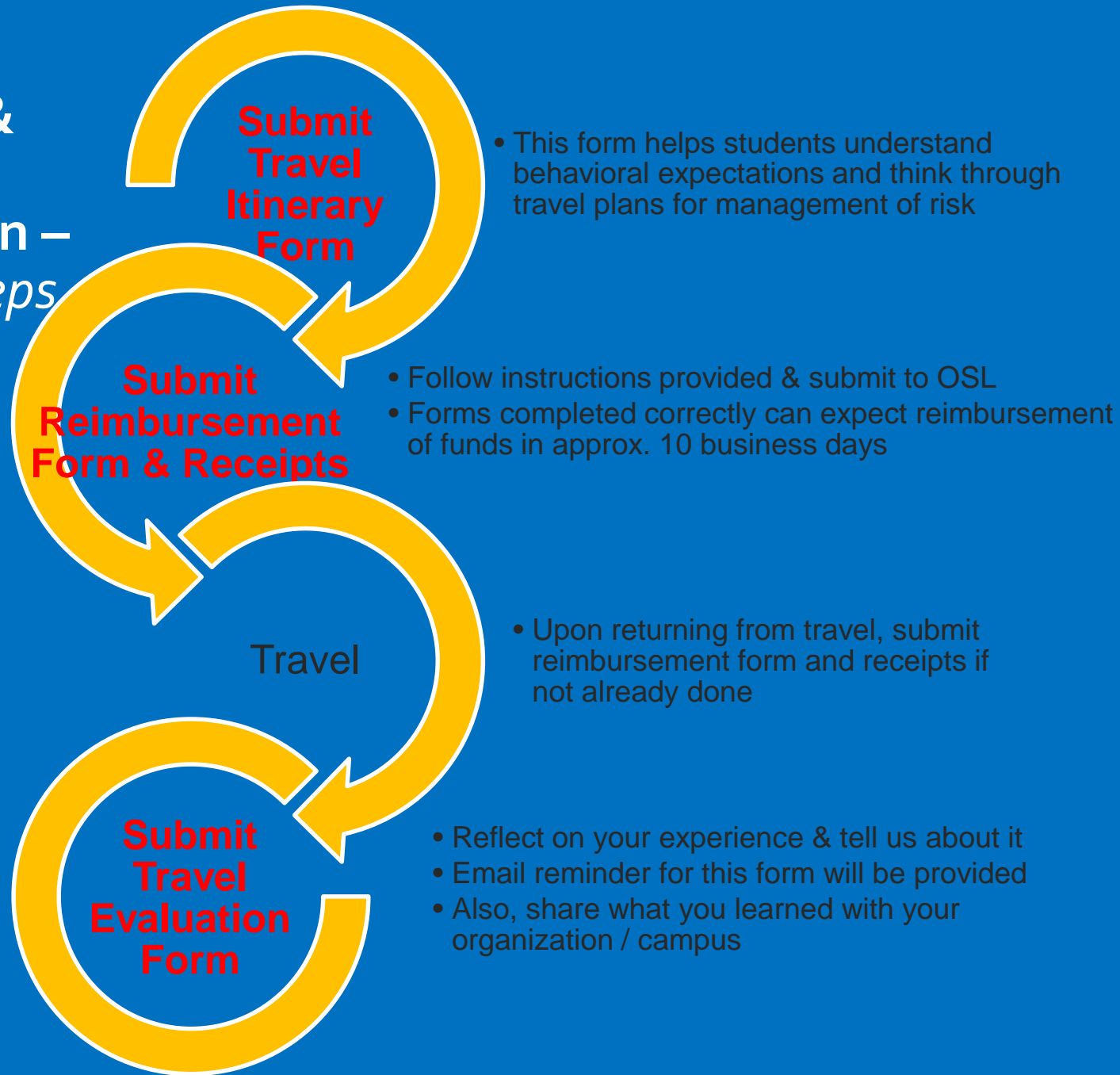
Group Van
Rental

Organization
Entry Fee /
Tournament /
Annual Dues

Individual Registration & Individual Transportation – Submission Steps (Part 1)



Individual Registration & Individual Transportation – Submission Steps (Part 2)



Van Rental Guidelines – 2 forms

Vehicle Rental Request Form

- Found on LakerLink
- Organizations can also request vehicles (i.e. vans, cars) using other sources of funding
- All requests need to be submitted a minimum of 2-4 weeks in advance.

Group Van Funding Request Form

- Found on the “Campus Budgeting System” in LakerLink only by president, financial officer (or other officer w/ admin rights)
- All requests need to be submitted a minimum of **4 weeks in advance** (*refer to timeline)

- RSOs can request funding for vans **twice per academic year** and receive a yearly max of **\$1,500**
- Presentation to the board is not necessary
- Any van rental paid for PRIOR to the approval of funding is ineligible

Total Travel Funds Available: up to \$4,000 annually

Individual Registration & Individual Transportation

\$2500

Up to \$500 x 5 students =
up to \$2,500

If the 5 individuals do not
request funds for individual
transportation, they may apply
for funds for van rental.

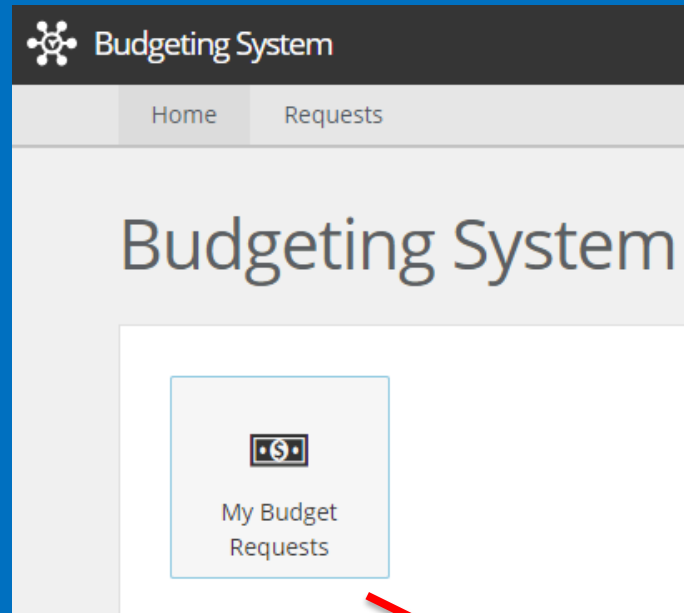
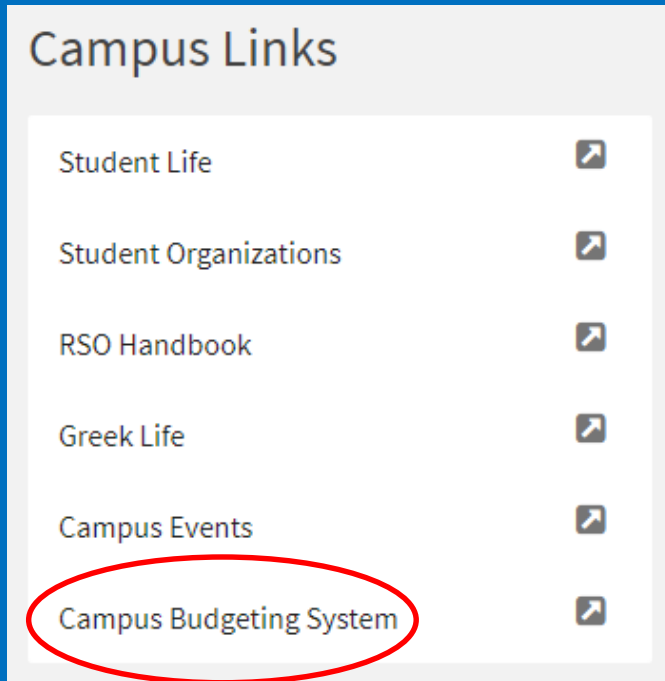
GVSU Van Rental

\$1500

Up to 2 trips

Intended for group travel.
NOT a reimbursement process;
paid directly through Student Life

Access the “Campus Budgeting System” *via LakerLink*



[+ Create Request](#)

Create New Request

For Organizations

For Individuals

Select a Process or Budget to Start Your Request

Reminder: This tab is visible to ALL users on LakerLink.



For Organizations

For Individuals

Select a Process or Budget to Start Your Request

PROCESS:

Individual Travel Registration & Individual Transportation
2018-2019

This budget is only to be used by UNDERGRADUATE INDIVIDUAL students requesting funds for travel related purposes. This form is not for Club Sports. All Club Sports requests must go through the specified Club Sports form.

BUDGET:

Individual Travel



Create New Request

For Organizations

For Individuals

Select a Process or Budget to Start Your Request

Reminder: This tab is ONLY available to the President / Financial Officer (or other officer with admin rights)

For Organizations

For Individuals

Select a Process or Budget to Start Your Request

Search

PROCESS:

Campus Programming 2018 - 2019

This budget is only to be used by UNDERGRADUATE student organizations requesting funds for campus programming related purposes.

BUDGET:

[Campus Programming](#)

Campus Programming requests for undergraduate organizations.

PROCESS:

Club Sports 2018 - 2019

This budget is only to be used on behalf of CLUB SPORTS student organizations.

BUDGET:

[Club Sports](#)

PROCESS:

Equipment Request 2018-2019

This budget is only to be used by UNDERGRADUATE student organizations requesting funds for equipment related purposes.

BUDGET:

[Equipment](#)

PROCESS:

Graduate Orgs - Campus Programming 2018 - 2019

This budget is only to be used by GRADUATE student organizations for campus programming purposes.

BUDGET:

[Graduate Campus Programming](#)

PROCESS:

Graduate Orgs - Travel 2018 - 2019

This budget is only to be used by GRADUATE organizations for travel related purposes.

BUDGET:

[Graduate Travel](#)

PROCESS:

Group Van Rental Request 2018-2019

This budget is only to be used by UNDERGRADUATE student organizations requesting funds for van rentals. Funds cannot be used to cover faculty/staff expenses. Please note there is an additional form required to reserve a van. This form is only to request funding and not reserve the rental. This form is not for Club Sports. All Club Sports requests must go through the specified Club Sports form.

PROCESS:

Organization Entry Fee/Tournament Fee/Annual Dues 2018-2019

This budget is only to be used by UNDERGRADUATE student organizations requesting funds for group entry fee/tournament fee/annual dues related purposes. This form is not for Club Sports. All Club Sports requests must go through the specified Club Sports form. Funding for RSO retreats is ineligible.

BUDGET:

Resources: www.gvsu.edu/sos

Student Organization Support

[Home](#) [LakerLink](#) [Contact Us](#) [Office of Student Life](#)



Numerous resources to help your organization succeed!

Funding Resources

[Funding Guidelines](#)

[How to Submit a Funding Request](#)

[Timeline for Funding Requests](#)

[Preparing for the Funding Meeting](#)

[Remaining Budget](#)

[Funding Board Minutes](#)

[Setting Up an External Bank Account](#)

Contacts

STUDENTLIFE

Drop-In Advising Hours

1 - 4 p.m. M-F

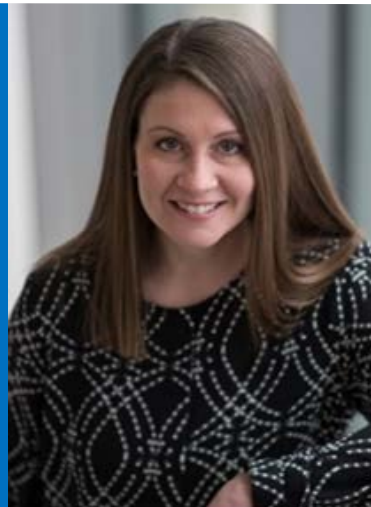
Stop in or call (616) 331-2345

(staffed by Student Life full-time & graduate assistants)



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