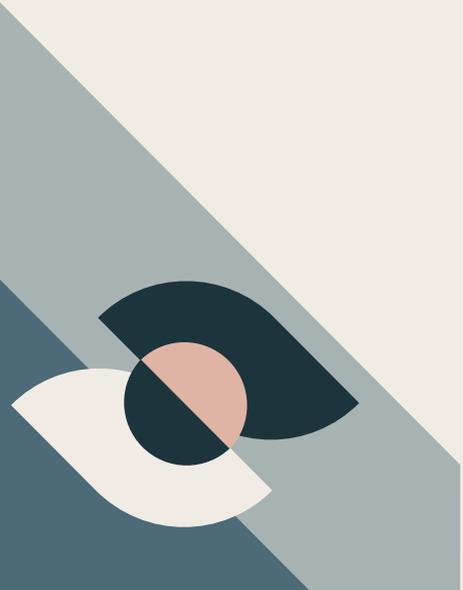


Funding Guidelines and How To's

Reignite Winter 2026



Bri Slager, and John Dickmeyer



Resources

Email: slffin@gvsu.edu

Website: gvsu.edu/sos

Call: 616-331-2345

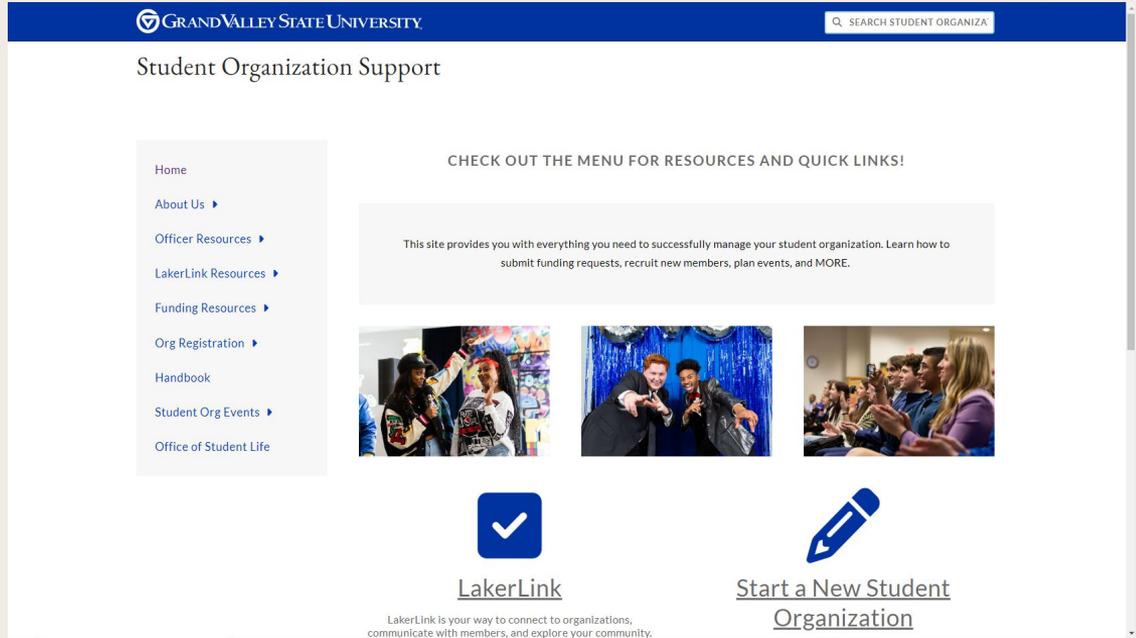
In-person meetings: Office of Student Life, Kirkhof 1110

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**

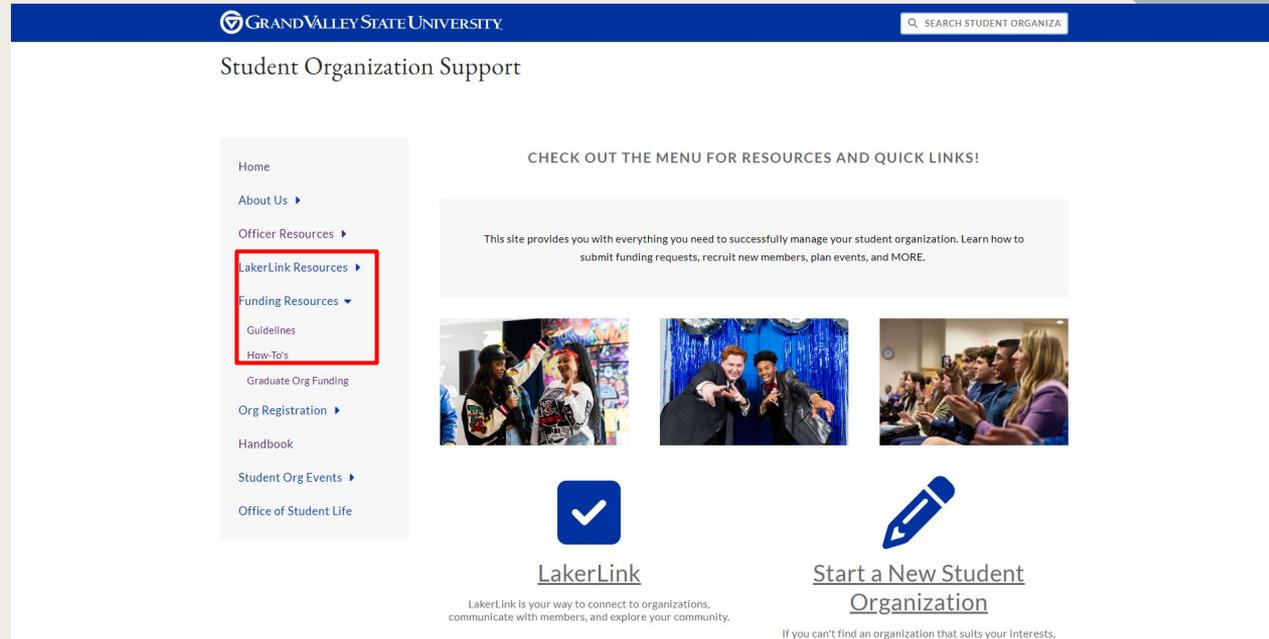


The screenshot shows the Grand Valley State University Student Organization Support website. At the top, there is a blue header with the university logo and name on the left, and a search bar on the right. Below the header, the page title "Student Organization Support" is centered. On the left side, there is a vertical navigation menu with the following items: Home, About Us (with a right-pointing arrow), Officer Resources (with a right-pointing arrow), LakerLink Resources (with a right-pointing arrow), Funding Resources (with a right-pointing arrow), Org Registration (with a right-pointing arrow), Handbook, Student Org Events (with a right-pointing arrow), and Office of Student Life. The main content area features a heading "CHECK OUT THE MENU FOR RESOURCES AND QUICK LINKS!" followed by a text box stating: "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." Below this text are three small images: the first shows two women in a room with colorful decorations; the second shows two men in suits on a stage with blue curtains; the third shows a group of students sitting at a table. At the bottom of the page, there are two main sections: "LakerLink" with a blue checkmark icon and the text "LakerLink is your way to connect to organizations, communicate with members, and explore your community."; and "Start a New Student Organization" with a blue pencil icon and the text "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 ORGANIZA

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

- 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

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

Home

About Us ▶

Officer Resources ▶

LakerLink Resources ▶

Funding Resources ▶

Org Registration ▶

Handbook

Student Org Events ▶

Office of Student Life

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

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 SLF 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.
- Any event funded must utilize the scan-in feature on LakerLink to record attendance at their event. If an event is found to not be utilizing the scan-in feature on LakerLink to record attendance, the organization will need to pay back any food costs to the Student Life Fund.
- Related to the mission of the RSO as listed in LakerLink
- Submit all supporting documentation in your funding request and/or slffin@gvsu.edu, such as catering quotes, food waiver approvals, 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="text" value="1"/>	\$3.29
2 Liter Pepsi	<input type="text" value="1"/>	\$3.29
2 Liter Diet Pepsi	<input type="text" value="1"/>	\$3.29
2 Liter Starry	<input type="text" value="1"/>	\$3.29
<u>Gluten-Free Crust</u> Small, Gluten-Free, Regular, Pepperoni 10-40 cal.	<input type="text" value="1"/>	\$13.58
<u>Gluten-Free Crust</u> Small, Gluten-Free, Regular	<input type="text" value="1"/>	\$11.99
<u>Hand-Tossed Round</u> Large, Hand-Tossed Round, Regular, Pepperoni 10-40 cal.	<input type="text" value="7"/>	\$122.36
<u>Hand-Tossed Round</u> Large, Hand-Tossed Round, Regular	<input type="text" value="5"/>	\$77.45
Sub-Total:		\$238.54
Sales Tax MI:		\$14.31
Total:		\$252.85

SWEET TREATS	
Brownies (250 cal/2.25oz)	\$20/Dozen
Cookies (250-310 cal/each)	\$16/Dozen
Krispie Treats (860 cal/each)	\$12/Dozen
Gourmet Dessert Bars (220 cal/2.5oz)	\$22/Dozen
Half Sheet Cake (320 cal/slice)	\$65/Each (Serves 30-40)
Full Sheet Cake (320 cal/slice)	\$110/Each (Serves 50-70)
Ice Cream Social \$100/Package	
Select One Ice Cream: Vanilla Ice Cream (140 cal/1/2 cup) Chocolate Ice Cream (160 cal/1/2 cup) Chocolate Sauce (90 cal/2 lbs) Caramel Sauce (100 cal/2 lbs) Green Peas (130 cal/25 cup) Honey's Pieces (140 cal/1oz) Sprinkles (25 cal/1oz) Nuts (160 cal/25 cup)	
BEVERAGES	
<i>(Includes disposable cups and napkins)</i>	
Fresh Regular or Decaf Coffee (10 cal)	\$14/Gallon
Ice Water (0 cal)	\$3/Gallon
Hot Chocolate (600 cal/8oz)	\$12/10 Packets
Lemnade (100 cal/8oz)	\$14/Gallon
iced Tea (0 cal/8oz)	\$10/Gallon
Cannd Soda (0-160 cal/2oz)	\$150/Each
Bottle Water (0 cal)	\$150/Each
Hot Apple Cider (860 cal/8oz) (seasonal)	\$14/Gallon
Cold Apple Cider (860 cal/8oz) (seasonal)	\$14/Gallon
Fruit Punch (170-80 cal/8oz)	\$14/Gallon
Orange Juice (100 cal/8oz)	\$15/Gallon
Apple Juice (120 cal/8oz)	\$10/Gallon
Cranberry Juice (120 cal/8oz)	\$10/Gallon
RENTAL ITEMS	
White Round Table Linens	\$5/each
White Buffet Table Linens	\$5/each
Table Skirting	\$25/each
Hotbox	\$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 1001 Kitchell Center. Orders can also be placed by phone at 616.331.3342 or preferred method by email at catering@gsu.edu. For orders at the Alumni House and on the New Campus, please contact: Conference and Event Planning. New- 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 \$10, 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 menus 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 "Emergency Catering" menu. Payments can be made through your University Account Number (FQAP), cash or Credit. Cash/Credit payments need to be paid three business days prior to event. If paying with a QAP, we must have your Authorization Form prior to placing your order. Please visit Krista McFarland in Kitchell Center 110 with any funding questions. Catering is also available through our campus national brands - Subway, Dunkin', Panda Express, Elmer & Gemet, which, which, and Qdoba. Please contact these locations for more information. Catering Minimum Order Policy: Weekdays, 5pm-8pm: \$25.00 Minimum Order Saturday & Sunday, 8am-8pm: \$250.00 Minimum Order	
CLASSIC FARE CATERING	
Allendale	New
Phone: 616.331.3342	Phone: 616-331-1624
Fax: 616.331.3030	Fax: 616-331-6471
catering@gsu.edu	dovent@gsu.edu
Office Hours: Monday-Friday 9am-4pm	



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 catering@gsu.edu

Screenshot

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

Merchandise Categories / Grand Valley State Tee [Help](#)



Grand Valley State Tee

This shirt is perfect for summer time and warm weather!

- 50% cotton, 50% polyester
- Lightweight
- Arched design

Item: 2002828

Price: \$16.99



Campus Programming Supplies

- ✓ Student deals and exclusive promotions anytime.
- ✓ 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

Campus Programming

Contractual Payment:

GVSU OFFICE OF
STUDENT LIFE
STUDENT AFFAIRS

CONTRACT FOR PROFESSIONAL SERVICES	
ORGANIZATION NAME _____	PHONE NUMBER _____
CONTACT NAME _____	_____
E-MAIL _____	DATE RECEIVED _____
ACCOUNT # _____	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).

- Name of Artist: (print) _____
- Tax I.D. Number of Artist for Payment _____
- Email of Artist _____
- Mailing Address _____
- City _____ State _____ Zip _____ Phone _____
- Type of Engagement: (print) _____
- Location of Engagement: (print) _____
- Date of Engagement: (print) _____
- Starting & Finishing times, lengths, and number of sets: (print) _____
- 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.
- Is there an online payment option? Yes No
- If yes, is there a processing fee for the online payment? How much is this fee? Yes No \$ _____
- Check is made payable to: (print) _____
- 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, in 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.
- 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).
- Artist(s) represent that in performing their (his/hers) 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 Agency permitting or allowing the presentation of the act or attraction called for herein.
- Purchaser assumes no liability to provide any equipment, service or accommodations not specifically stated in this contract or incorporated into a written addendum hereto.
- 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.
- Purchaser assumes no liability for the content or actions of the Artist's performance and the production thereof.
- Check here if additional contract conditions/special requirements (i.e. technical ride, 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.

Individual Travel

- 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 ⓘ

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).

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.)

Pre and post Meeting for Campus Programming



Pre/Post Meeting for Food Service and Catering

Who can food be for?

- GVSU students only
- Max \$16 per student

Catering Rules

- Must use Classic Fare Catering
- Food waiver required for other options
- Waivers not approved if Classic Fare can make it or if event is in dining venues

No Waiver Needed For:

- Pizza delivery (not sold)
- Donuts, brownies, cookies
- Individually packaged snacks
- Employee-only department events

Important Notes

- Order catering by 12 PM (weekdays) to avoid fees
- Food for general RSO meetings is not funded*
- Tablecloths: rent through Laker Food Co. (\$8 each, confirmation required)

Pre/Post Meeting for Promotions/contracts

Event Promotion

- RSOs must use the **Promotions Office**
- Approval depends on **design & print deadlines**
- **Banners and yard signs are NOT funded**
- All funded events must include **at least one pre-promotion item**
(poster, flyer, LakerHub slide, plugger, etc.)
- Photographers/videographers may be funded
 - Must use the **Promotions Office staff photographer**

Speakers & External Vendors

- Vendor **quotes/documentation required** with request
- **Do NOT submit contracts** with funding requests
- Do not confirm dates or prices until funding is approved
- **Students cannot sign contracts**
 - OSL/Student Life staff handle contracts & payments

Payments & Restrictions

- No gifts/honoraria if speaker is paid by contract
- Gifts cannot be purchased for GVSU students, staff, or faculty
- DJs must be **external vendors**
- GVSU students, faculty, and staff **cannot be paid** for RSO events
- Speaker/guest travel is **not funded**
 - Travel may be included in the contract and paid after the event

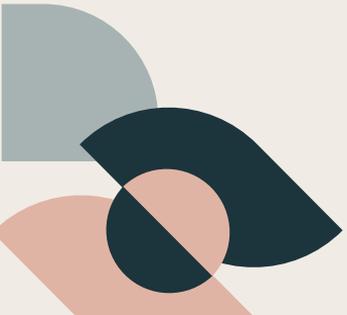
Inflatables

- Must include **company-provided staffing**
- **Large inflatables are not allowed**
 - Exceptions require high-level approval

Supplies

- Supplies are any item that is not purchased through GVSU, i.e. off-campus food items, decorations. These supplies must be necessary for the event to exist and not already purchased by the OSL.
 - i. Organizations can only request a maximum of 10 supply items.
 - ii. Supplies include dance floor and game rentals from GVSU Event Services
- Items must be listed individually for supplies within the LakerLink funding system
 - i. You must provide supporting documentation that shows the name of the item, price of the item, and the vendor.
 - ii. Items to be purchased online, must include a link (Amazon, product specific sites, etc.) in the description of the item.

Pre/Post Meeting for Individual Travel and Group Vehicle Rental



Individual Travel Requirements

Who can request funding

- Each RSO decides which members may request funding
- President or Financial Officer will submit funding requests on behalf of the organization with the list of individuals and their proposed expenses

Important Requirements

- List must match the attendees and expense line items
- All travelers must be listed on the organizations LakerLink roster
- Each requester must upload **required documentation** (registration fees, flights, etc.)

Before Spending Money

- Funding requests must be **submitted and approved BEFORE expenses**
- Travel already completed is **not eligible**
- **Reimbursements are NOT allowed**

After Approval

- No presentation required unless contacted
Funding is awarded **per individual**
- Payments are made by:
 - Office of Student Life credit card, or
 - Submitting an invoice for payment

Special Travel Expenses

Important Reminders

- RSOs must pay for any costs **not funded by SLF**
- Once travel is approved, **no additional funding requests** may be submitted
- Review your budget carefully **before submitting**

Eligible Transportation

- Car rentals (**must be reserved through OSL**)
- Airfare, bus, or train tickets (**economy only**)
1 baggage fee
- Cannot request individual travel **and** group transportation for the same trip

Ineligible Transportation

- Gas, parking, tolls
- Seat upgrades, Wi-Fi, extra baggage fees
- Meals during travel
- Ubers, Lyfts, taxis, rideshares
- Lodging

Conference Registration

- Early-bird rates recommended
- Registration is **not eligible** if competition prize money is possible
Meals are only allowed if **included in standard registration**
- No paid meal add-ons or paid in-flight meals

Additional Ineligible Items

- Lodging
- Souvenirs or leisure activities
- Tips or gratuity
- Individual or group membership dues

Group Vehicle Travel Special Expenses

Travel Requirements

- Travel must support the **RSO's mission**
- Explanation is required in the funding request
- Travel must be **domestic only** (no international or Canada)
- Code of Student Conduct & RSO Handbook apply during travel

Vehicle Rental Rules

- Vehicles must be picked up from:
 - **Grandville Enterprise**, or
 - **GR Airport Enterprise**
- No delivery to GVSU
- Drivers must be **approved before funding is approved**
- Vehicles may only be funded **once per academic year**
- **Maximum funding: \$1,000 total**

Approval & Payment Rules

- Vehicle rentals paid **before approval are not eligible**
- No extra fees at pickup without written approval (example: roadside assistance)
- Retreats, service trips, and immersion trips require:
 - Additional review
 - Advisor written approval

What's Covered

- Rental car
- Minivan
- 12-passenger van
- 15-passenger van

Not Covered

- Gas
- Parking
- Tolls

What Happens After an Organization Requests Funding

- 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
- John Reviews
- Vice President of Allocations Reviews
- Instructions are emailed for reimbursement or purchasing
- Presentation to the Allocations Funding Board is not necessary unless contacted for questions by the Student Senate Chairperson of Finance.
- Funding is awarded on an individual basis. Upon approval, expenses can be paid for by utilizing the credit card in the Office of Student Life or submitting an invoice for payment.

What Happens After a Vehicle Rental Funding Request

- Bri Reviews
- Cindy D. works with Enterprise
 - Books and confirms vehicle availability
- 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
- Presentation to the Allocations Funding Board is not necessary unless contacted for questions by the Student Senate Chairperson of Finance.
- RSOs must submit the Group Rental Vehicle funding request to receive confirmation of their vehicle and trip approval.

What Happens After an Organization Competition Fee Funding Request

- 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
- Presentation to the Allocations Funding Board is not necessary unless contacted for questions by the Student Senate Chairperson of Finance.
- RSOs are encouraged to submit funding requests and receive approval from the Allocations Funding Board before incurring expenses.
 - Travel that has already been completed is ineligible.
 - If travel has not been completed, RSOs can incur expenses but are not guaranteed funding until reviewed by the Allocations Funding Board.