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ALL ABOUT SGSU FUNDING

SGSU FINANCE COMMITTEE

STCN 360

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Requesting Appropriations

Funding Eligibility

1. To be eligible for SGSU Appropriations funding, the requesting party must be CSI-recognized and cannot be a part of a Seattle University Department.
2. Clubs or organizations requesting appropriations are only able to request funds if the request is for an event.
3. SGSU appropriations funding is on a first come first, serve basis.

SGSU Cannot Fund...

A. Events Off-Campus*
    a. *If an event needs to be held off-campus, the club must justify why having event on campus would not be possible (conference, retreat, etc.)
B. Graduate students
    a. As SGSU represents the undergraduate student body, SGSU is unable to fund graduate students. If this poses an issue, please contact the SGSU CFO.
C. Events where a Seattle University department has committed to covering 50% of the cost.
D. An event that has already taken place.
E. Any requests that do not represent a club or organization, or is individually based.
F. Clubs under UREC's jurisdiction.
G. Club or organization in poor financial standing with the University (i.e. club is in debt).
H. Club that has failed to submit receipts for past events.
I. Clubs with external bank accounts.

Prohibited Items

Appropriations funds cannot be applied to the following items:

A. Food and drink for general club or organization meetings.
B. General club operating funds, including membership dues.
C. Requests to attend an event which will financially support (directly or indirectly) a political party or candidate.
D. Funding for alcohol at events.
E. Airfare.
F. Any form of international travel (including Airfare).
G. Petty cash, incidentals, spending money, tuition payments, or personal expenses.
H. Single-use printed materials (e.g. promotional materials).

Request Timeline Requirements

1. The Treasurer of the Club/Organization must create a request on ConnectSU in the Budget Request section (you may contact CSI if you need help with this).
2. Once received, the CFO will evaluate the request and take appropriate action depending on the size of the request.
3. The requestor will receive an email from the SGSU CFO either approving/denying the request; or inviting the club to present to either the Finance Committee or the Senate.

Club requests fall into three brackets:

a. Requests under $1000: Must be submitted 2 SGSU business weeks in advance of the event and the SGSU CFO will make a funding decision on a case-by-case basis.
b. Requests from $1000 - under $2000: Must be submitted 4 SGSU business weeks in advance. These requests require the club/organization to present a 7-minute presentation to the Finance Committee who will vote on the request decision.
c. Requests that are $2000 and above: Must be submitted at least 6 SGSU business weeks in advance. These requests require the club/organization to present a 7-minute presentation at an SGSU Senate Assembly where the request decision will be voted on by the Senate.

Note: "Weeks" is defined as SGSU business weeks. SGSU is in session during normal weeks when classes are held. This excludes the week before Finals Week, Finals Week, and quarter breaks (Summer Break, Winter Break, and Spring Break).

Therefore, when counting how many weeks in advance the club should submit a request, the aforementioned weeks (week before Finals, week of Finals, and quarter break weeks) do NOT count.

Ex. For a request under $1000, if an event will be held one week after a break ends, the request must be made two weeks before Finals Week.

Request Bracket Visual Aid

Request Bracket	Time Required	Action Required
under $1,000	2 SGSU business weeks in advance of event	None
$1,000 – under $2,000	4 SGSU business weeks in advance of event	Present to Finance Committee for Approval
$2,000 and above	6 SGSU business weeks in advance of event	Present to Senate for Approval

Terms & Policies

Important Stipulations:

A. Fundraising for $2000+ requests: Clubs must fundraise at least 50% of the total event cost.
   - If the club fails to fundraise 50% of the total event cost, then SGSU can only fund up to the same amount that the club has currently fundraised on the day of the presentation.
   - SGSU CFO may ask for proof of fundraising.

B. It is SGSU's policy to not fund more than 10% of the Appropriations Budget to a single club/organization during the academic year.
   - Requesters may make a case in their presentations as to why an exception should be made for their specific request. Afterwards, SGSU shall use their discretion to decide whether the exception should be made.

Common Deductions

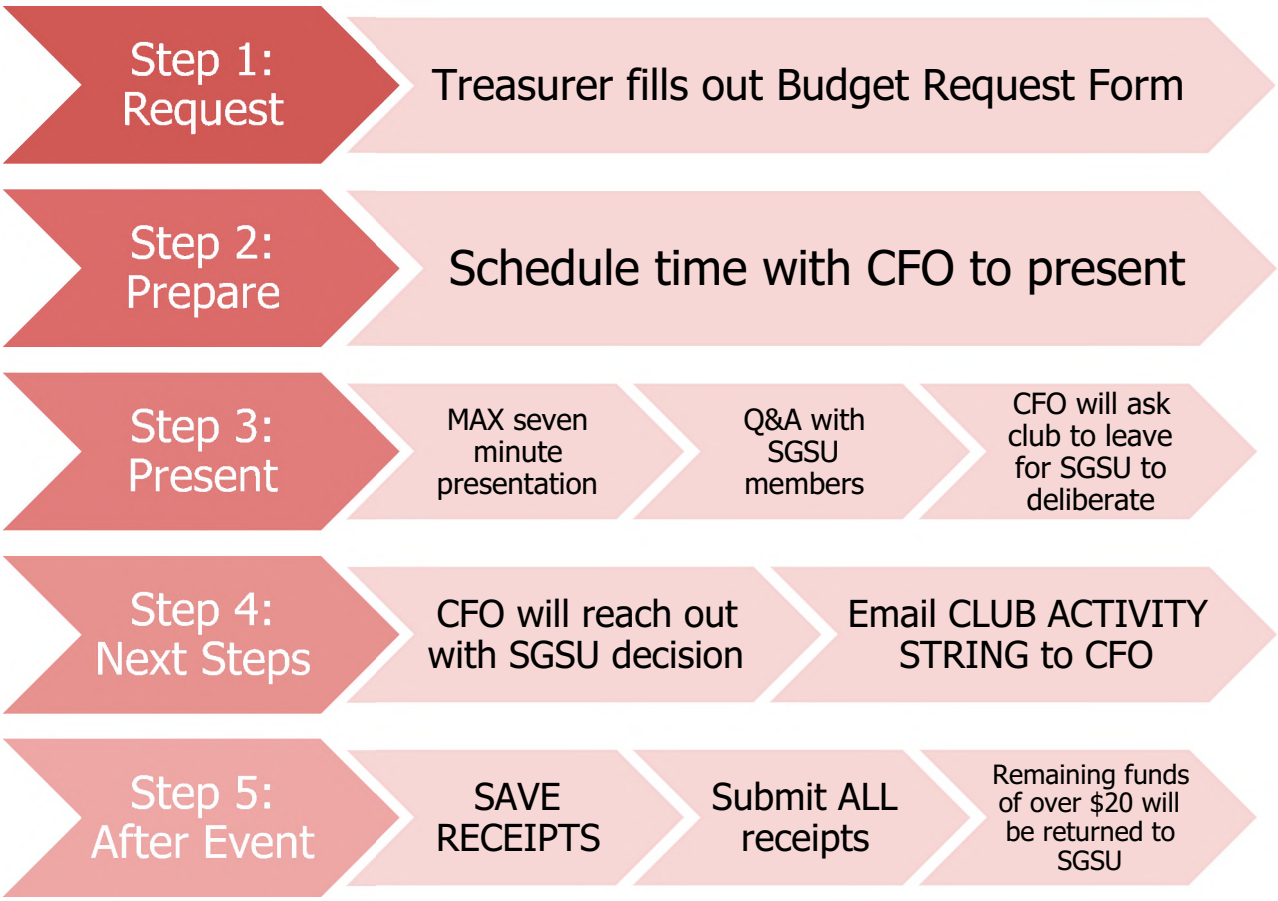
A. Failure to fundraise for requests under $2000
   - A 15% deduction will be applied if the club has not made any fundraising efforts.

B. Failure to use SU transportation
   - Will result in deducting 10% of OVERALL requested amount OR total transportation cost, whichever is lower.

C. Printed material costs will be subtracted in accordance with SU sustainability policy.

D. Activity strings (if requested by SGSU CFO)
   - If requested by the CFO, a 5% deduction will be applied if clubs do not provide their activity string within five (5) business days of the funding approval email.

OVERVIEW OF FUNDING PROCESS VISUAL AID



Presenting to SGSU

For requests less than $1000:

1. Treasurer submits Budget Request Form on ConnectSU a minimum of 2 SGSU business weeks in advance.
2. SGSU CFO will review request and contact the club's treasurer with decision.

For requests $1000 – under $2000:

1. Treasurer submits Budget Request Form on ConnectSU a minimum of 4 SGSU business weeks in advance.
2. The SGSU CFO will reach out and contact the treasurer to schedule presentation time to Finance Committee.
3. At least one member of the club will be scheduled a time to do a 7-minute (max.) presentation and a 15-minute Q&A Session with Finance Committee. Afterwards, Finance Committee will make a decision on the request.
4. Email notification regarding the decision will be sent by the SGSU CFO.

For requests $2000 and above:

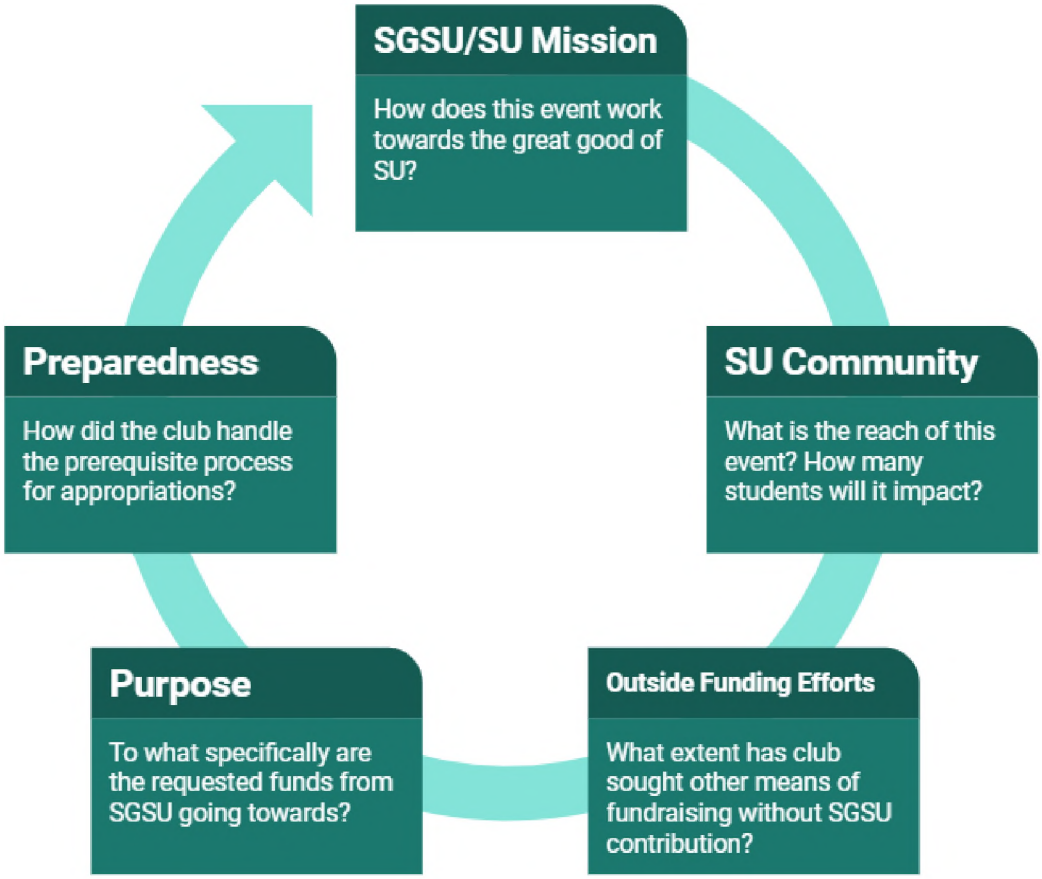
1. Treasurer submits Budget Request Form on ConnectSU a minimum of 6 SGSU business weeks in advance.
2. The SGSU CFO will reach out and contact the treasurer to schedule presentation time for club representatives to come in to SGSU Senate Assembly.
3. At least one member of the club will be scheduled a time to do a 7-minute (max.) presentation and a 15-minute Q&A Session with SGSU. Afterwards, the Senate will make a decision on the request.
4. Email notification regarding the decision will be sent by the SGSU CFO.

What to include in your Presentation

PowerPoint presentations should be *at most* 7 minutes long and include the following pertinent event information:

1. History of the event.
2. Event Relevance and how the event benefits SU and wider community.
3. Date and time.
4. Participants (who is attending and how many).
5. If applicable, ticket sales information (cost of tickets per person and expected revenue).
6. Location.
7. A detailed and clear budget outline. (Please break down all the expenses as clearly as possible and indicate what particular expenses SGSU funds will be used towards.)
8. Fundraising efforts
    a. SGSU may ask about the club's finances.

General Points of Evaluation for Requests Visual Aid



Post-Presentation Action Items

1. Activity String (if requested by SGSU CFO)
    a. If requested by the SGSU CFO, clubs/organizations must provide their activity string within 5 days of a funding notification email so that SGSU can move expediently to move funds. Club treasurers may contact CSI if they do not know this number.
2. Publicity
    a. All publicity for the event or program must include "Sponsored by SGSU" and/or include the SGSU logo.
3. Receipt Submission
    a. Clubs must submit all receipts from their event within 14 days of the event's conclusion to the SGSU CFO via email.
        i. Failure to do this will result in the club losing its funding eligibility.
4. Leftover Funds
    a. If a club or organization has more than $20 of SGSU funding available after an event, it must be returned to SGSU and the club/organization's Treasurer should contact the CFO to facilitate this.