2023-24 Finance, Funding, and Purchasing Guidelines for SGA Funding

Affiliated Registered Student Organizations are encouraged to apply for funding through the CU Denver Student Government Association's (SGA) Finance and Funding Committee. To be eligible to apply, the President, Vice President, and Treasurer of your organization must each complete 2023-24 Online Officer Training in Canvas. Please review this document, the online officer training, and the Student Government Association website to learn more about these requirements and to confirm that your organization type is eligible for SGA's funding opportunity. You may also speak to the Finance and Funding (F&F) Chair or the Student Life Procurement Coordinator to learn more about funding options for your organization.

General Overview – Affiliated, Registered Student Organizations can apply for:
- Campus Events (in-person or online)
- Professional Development
- Club Development

Please note that funds must benefit CU Denver students (and not be exclusive to members of a specific organization), as SGA funds come from CU Denver student fees. Submission periods are subject to SGA and Student Life & Campus Community deadlines, requirements, and regulations. The usual SGA period for applying for funds is August – April.

Application Requirements

Proposals over $5,000 will require the committee to author a resolution for the SGA Senate. The resolution will be a recommendation to the Finance and Funding committee on how it should proceed to adjudicate the allocation request (i.e., approve or deny funding). When the Senate votes on the resolution with the recommendation, the committee will consider what the Senate has recommended. The final decision will ultimately rest on the committee members of Finance and Funding.

For this reason, student organization officers are encouraged to submit proposals with a valuation over $5,000 at least **six weeks** in advance, to allow the committee to work with student organizations through SGA's legislative process. SGA is committed to having student voices fairly represented in financial decisions that will impact their life or experience at the University.

Proposals over $500 will be required to do an in-person or Zoom presentation* for the Finance and Funding Committee IN ADDITION to the steps described in each category section.

During this presentation, Student Organizations will be entitled to a full 7-minute presentation. This presentation will be followed by a period of committee discussion. We invite the presenters to be present during our discussions; however, we ask that presenters remain quiet and respect the discussion between committee members. Finally, there will be a 2–3-minute follow-up period where organizations can ask questions, and additional information can be provided.

Anything under $500 will not require a presentation to the Finance and Funding Committee (though one can be requested on a case-by-case basis).

Proposals must include the following details:
- Name of the proposed function
- Detailed description of proposed function
- Date, time, and location (venue or online confirmation)
- Expected number of attendees
- Goals and purpose for the event
- Detailed itinerary for the event
- Promotion and advertising strategy for the event
- Quotes from all vendors (when applicable)
- List of benefits attendees will receive from the function
- Corresponding Event created on MyLynx

*Presentations will happen during the weekly Finance and Funding Committee meeting on Fridays between 10:00 am – 12:00 pm.

If the Registered Student Organization's proposal is denied, the SGA Finance and Funding committee will notify the student organization and provide reasons for denial. If the Registered Student Organization feels their proposal has been weighed unfairly, they can submit an appeal to the CU Denver SGA. If an organization wishes to appeal, they must make a request in writing within 10 days from the date of the decision to the Judicial Branch of the CU Denver SGA. An investigation will ensue; if the Judicial Committee finds that the evidence presented is compelling, the Chief Justice will bring forward the appeal to Senate. Pending a super majority vote of the CU Denver SGA Senate, the appeal request will be carried out and implemented by the Finance and Funding Committee.

Application Deadlines

Applications are reviewed on a weekly basis by the Finance and Funding Committee on Friday mornings. Your specific deadlines are dictated by the dates of your campus event, professional development, or club development needs. Applications for funding may be submitted as early as you are ready, within the academic year, but must be submitted at least **3 weeks** in advance of Campus Events, Club Development, and Professional Development opportunities (**6 weeks** for requests over $5,000). **Late applications will result in the Funding Request being remanded to the applying organization for resubmission.** Applications will be reviewed on the Friday of the week after your submission.

Types of SGA Funding

Campus Events Funding (in-person or online)

Campus Event funding is available to Affiliated, Registered Student Organizations that need financial assistance for their programs and events held on the Auraria campus. SGA Funding requests for Campus Events (below $5,000) must be submitted at least **three weeks** in advance of the event date. **Six weeks** for funding requests over $5,000.
Note: an organization can submit one proposal for multiple events in a semester if events are repetitive in nature (Ex. Club meetings).

Expenses covered (non-exhaustive) include:
1. Facility Rental
2. Food/Beverage/Catering
3. Speaker transportation and lodging
4. Honorarium/Speaker fees
5. Event promotional materials
6. Virtual or physical games

Expenses not covered:
1. Activities for a single political candidate or issue
2. Religious services or ceremonies
3. Purchase of Alcohol or security for event with alcohol
4. Prizes
5. Donations to other student organizations or external non-profits
6. Salaries or items for individuals (gifts)
7. Off-Campus Events
8. Expenses not included in proposal

Co-hosting events with student organizations from other colleges on the Auraria Campus:
SGA Funding is made possible by student fees. Therefore, CU Denver requires that funding must go directly to, and benefit, CU Denver students specifically. If the proposed event is being co-hosted by another student organization from either Metropolitan State University of Denver or Community of College of Denver, costs of the event must be split evenly with the other institution(s).

Please note: If the requirements tied to your campus event funding being approved are not met (i.e. event on MyLynx, tracking attendance on MyLynx, Program Evaluation filled out on time), the SGA Finance and Funding Committee has the right to postpone funding opportunities for the Registered Student Organization. In addition, your organization may be placed on probation by Student Life & Campus Community. We want your organization to succeed, so please make sure you stay on top of your event's requirements!

Professional Development Funding

Individual members of Affiliated, Registered Student Organizations can request funding for professional development opportunities (conferences, webinars, etc) relating to your organization and campus community's mission. SGA Funding requests for Professional Development must be submitted at least **three weeks** in advance of the conference or event date. **Six weeks** for funding requests over $5,000.

Notes and a presentation of what you gained from the professional development should be disseminated amongst club members upon arrival back from the opportunity or conference.

Expenses that could potentially be covered:
1. Registration fees
2. Hotels / lodging

Expenses not covered:
1. Flights
2. Transportation
3. Conference add-on events
4. Mileage reimbursements
5. Expenses not included in proposal

If the requirements tied to your professional development funding being approved are not met, the SGA Finance and Funding Committee has the right to postpone funding opportunities for the Registered Student Organization. In addition, your organization may be placed on probation by Student Life & Campus Community.

Club Development Funding

Club development funding is available to help Affiliated, Registered Student Organizations in promoting their organization and the recruitment and retention of members. Once the funding is approved, the organization will work with the Student Life Procurement Coordinator to initiate shipments or production orders. SGA Funding requests for Club Development must be submitted at least **three weeks** in advance of the expected delivery date. **Six weeks** for funding requests over $5,000.

Please note: Due to nationwide delays in the production and shipping of custom products, such as promotional swag items and t-shirts, it is recommended that you contact your intended vendor for updated timelines and apply for expense funding with their timeline in mind. We will do our best to place timely orders but cannot guarantee ordered items will be able to arrive on time if there are production delays.

Expenses covered (non-exhaustive):
1. Fundraising functions for the student organization
2. Branded Apparel (at the discretion of the Finance & Funding Committee)
3. Stickers
4. Backpacks
5. Business Cards
6. Ad Campaigns (digital or print)
7. Gift Cards*

Due to their definition as petty cash, the time it takes to process Gift-Card programs is complex and can take more than 8 weeks. Please consult with the Student Life Procurement Coordinator, prior to applying, to understand their restrictions.

Expenses not covered:
1. Items related to political candidacy
2. Religious services or ceremonies

3. Expenses prohibited by Procurement Service Center
4. Expenses not included in proposal

If the requirements tied to your Club Development funding being approved are not met (i.e. MyLynx Event showing distribution or need, Program Evaluation filled out on time), the SGA Finance and Funding Committee has the right to postpone funding opportunities for the Registered Student Organization. In addition, your organization may be placed on probation by Student Life & Campus Community.