FUNDING AND UNIVERSITY FISCAL POLICIES

Affiliated student organizations are eligible for funding by Student Government. Student Government has outlined the following policies and guidelines for funding. Organization funding requests will be evaluated based on the three (3) criteria listed below. The three criteria are as follows:

1. **Promotion/ Estimated Number of Participants Attending Event**

   Examples of effective promotion include fliers, email, and verbal notification. The type of event is taken into consideration when evaluating this criterion. Please note that conferences are not evaluated on advertising, but instead on the purpose of the conference and benefit to the student body.

   The number of participants expected to attend each event and the proportion of organization members expected to attend also determines how organizations are evaluated in this category. Conferences are evaluated on the number and proportion of organization members expected to benefit from the conference.

2. **Itemized Budget**

   A detailed itemized budget must outline all information regarding the event. Official estimates from the caterer and/or planned place of purchase and quote date are recommended. Items should be specifically categorized. The following specific items must be included in the itemized budget if applicable:

   a. **FOOD**
      i. Name and location of caterer
      ii. Clean-up charges and staffing costs (i.e. waiters, servers, etc.)
      iii. Food & beverage costs
      iv. Additional catering costs

   b. **FACILITIES**
      i. Location – Tivoli Student Union, King Center, Flagpole, St Cajetan’s, etc.
      ii. Date and time
      iii. Facility costs, including after-hours costs, and any other associated fees
      iv. Security costs
      v. Clean-up costs

*Please note* that SGA does NOT fund equipment purchases.

3. **Location of Event: On Campus vs. Off Campus**

   **On Campus** – Events should be held on a date at a time that maximizes student attendance. Lower accessibility of an event is evaluated as a limitation. Limitations may include: fees, membership requirements, timing of event, and location of event.

   **Off Campus** – SGA does NOT fund off campus events, with the exception of conferences. Conferences are judged on the presentation and validation of hotel and registration information.
This includes providing information on cost per person, cost of hotel rooms, alternative hotels in the conference area, and number of people staying in each room. Submission of an itinerary and information about what the registration fees cover must be included.

**Returning organizations are evaluated on Additional Criteria**
Returning organizations are organizations that have received funding or submitted a funding request form during the current academic year (August to May).

**Management of Funds** – Organizations that spend their allocated funds on items that are not covered by SGA guidelines may be penalized. Please note that receipts from the event must be submitted to the SGA or Procurement Coordinators within seven (7) days after the event.

**Program Evaluation/Attendance** – This criterion ensures that organizations provide SGA or Finance Board feedback from every event. Failure to track attendance or submit this form after the event will result in a loss of points for your next SGA funding request.

**Historical Success of Past Events** – The success of past events and the overall benefit to the student population and organization will be used in evaluating new funding requests.

**Organization Fundraising**
Organizations may request SGA funding for the purpose of generating organization funds. Organizations must inform SGA of this intent in the funding proposal and follow Student Life fundraising policies/procedures for the event. Fundraising profits up to the funding total must be returned to SGA before the remainder is deposited into the organization account. Profits raised which do not meet the funding total should be returned to SGA in full. For example – if an SGA-funded event of $100 raises $150, $100 will be returned to SGA and the organization will earn $50.

**Cancellations and Postponements**
If an SGA-funded event is to be cancelled or postponed, the student organization should notify studentorgs@ucdenver.edu at the earliest possibility. Lost SGA funds as a result of the change (non-refundable, cancellation fee, etc) will be deducted from the organization’s next funding award in the same academic year. Cancellations will be taken into consideration for future proposals.