Finance, Funding, and Purchasing Guidelines for SGA Funding

Affiliated Registered Student Organizations have the opportunity to apply for funding through the CU Denver Student Government Association’s (SGA) Finance and Funding Committee after the President, Vice President, and Treasurer all complete Student Organization Officer Training. Refer to the Student Organization Officer Training and the Student Government Association website to learn if your organization type is eligible for this funding opportunity. Review the general information in this section, refer to the guidelines from SGA, or speak to the Finance and Funding (F&F) Chair to learn more.

General Overview – Registered Student Organizations can apply for:

- Up to $3,000 per academic year (registration period) for Campus Events and Conferences
- Up to $500 per academic year for Recruitment and Promotion
- The 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 – May.

Funds can only benefit CU Denver students since SGA funds come from CU Denver student fees.

Application Requirements

In order for the proposal to be accepted, it must be submitted by the deadline and the following list of items must be uploaded/provided in the proposal. The proposal is submitted under the “Club Purchase and Funding Request form” available in the Student Organizations MyLynx page:

- Name of the proposed function
- Detailed description of proposed function
- Date, time, and location
- Venue confirmation (must be held on the Auraria campus)
- Expected number of attendees
- Goals and purpose for the function
- Detailed itinerary for the event
- Promotion and advertising strategy for the event
- Complete excel budget sheet
- Quotes from all vendors
- List of benefits attendees will receive from the function
- Event created on Mylynx
- Event cannot be for fundraising

If the Registered Student Organization’s proposal is denied after presenting, the SGA Finance and Funding committee will notify the student organization and provide reasons for denial and ways to improve. The organization may fix the recommended changes and resubmit at the discretion of the Finance and Funding Committee.
Types of SGA Funding

Campus Events Funding

Campus events funding is available to Registered Student Organizations* that need funding assistance for their programs and events held on the Auraria campus. SGA Funding requests must be submitted at least three weeks in advance of the event date, in correspondence to the Monday submission deadline. Note: an organization can submit for multiple events (per semester) if events are repetitive in nature (Ex. Club meetings).

Expenses covered but not limited to are:
1. Facility Rental
2. Food/Beverage/Catering**
3. Speaker transportation and lodging
4. Honorarium (speaker fees, max $350)
5. Event promotional materials

Expenses not covered:
1. Expenses not included in proposal
2. Fundraising functions for the student organization
3. Gifts and gift cards
4. Activities for a single political candidate or issue
5. Religious services or ceremonies
6. Purchase of Alcohol or security for event with alcohol
7. Prizes
8. Donations to other student organizations
9. Salaries or items for individuals
10. Off-Campus Events

*At this time only Affiliated Registered Student Organizations can be funded
**Refer to the “Approved Vendors” section in the handbook

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 directly go to, and benefit, CU Denver students specifically. If the event is being co-hosted by another student organization from either Metropolitan State University of Denver or Community of College of Denver, the costs of the event must be split evenly with the other institution(s).

The process for applying for Campus Events Funding will be as follows:
1. Log into MyLynx and go to the Student Organizations MyLynx page
2. Under forms, access the “Club Purchase and Funding Request Form” and in the drop down select “Events”
3. Fill out the questions provided with the most detail possible
4. Fill out the excel spreadsheet laying out your proposed expenses in detail and attach it to the “excel attachment” section
5. Submit it*
6. Create your event on MyLynx after submitting (required).
7. You will receive a message from our team to sign up for a time on the Friday you would be able to present. This email will contain the required materials needed and tips to prepare
8. On the Friday of the organization’s presentation, try to arrive to the Tivoli 5-10 minutes early to ensure preparation. You will have 7 minutes to present and the Finance and Funding committee will ask any follow-up questions and then make their decision.
9. The organization will then receive a confirmation email of the decision and recommendations/reminders.
10. Once approved, the organization must stay in constant contact working with the Procurement Coordinator to complete the purchases (email will be provided)
11. Prepare and then hold event. Ensure that you are tracking attendance using MyLynx or sign in sheet, containing the Names of Students, CU Denver email, and their ID Numbers** (required). We suggest providing a survey for participants to fill out at the conclusion of the event to gain a better understanding of how the event went.
12. Fill out Program Evaluation on MyLynx within 48 hours after the conclusion of the event (required).

If the requirements tied to your campus event funding being approved are not met (i.e. event on MyLynx, tracking attendance on MyLynx, and 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.

*See deadlines chart for Campus Events in the Documents section of the Student Organizations MyLynx page, proposals are due on the Monday before the Friday you present.
**If you use a sign in sheet you will need to upload the list of attendees into MyLynx within 48 hours after the event has concluded.

Conferences Funding

Registered Student Organizations can request funding for conferences to send a member(s) to a conference relating to your organization and campus community’s mission. SGA Funding
requests for conferences must be submitted at least four weeks in advance of the conference date, in correspondence to the Monday submission deadline.

Expenses that could potentially be covered:  
1. Registration  
2. Hotel and lodging  
3. Per diem for food

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

Notes and a Presentation of what you gained and had learned from the conference should be disseminated amongst the club upon arrival back from the conference.

The process for applying for Conferences Funding will be as follows:

13. Log into MyLynx and go to the Student Organizations MyLynx page  
14. Under forms, access the “Purchase and Funding Request Form” and in the drop down select “Conferences”  
15. Fill out the questions provided with the most detail possible  
16. Fill out the excel spreadsheet laying out your proposed expenses in detail and attach it to the “excel attachment” section  
17. Submit it*  
18. You will receive a message from our team to sign up for a time on the Friday you would be able to present. This email will contain the required materials needed and tips to prepare  
19. On the Friday of the organization’s presentation, try to arrive to the Tivoli 5-10 minutes early to ensure preparation. You will have 7 minutes to present and the SGA Finance and Funding committee will ask any follow-up questions and then make their decision.  
20. The organization will then receive a confirmation email of the decision and recommendations/reminders.  
21. Once approved, the organization must stay in constant contact working with the Procurement Coordinator to complete the purchases (email will be provided)  
22. Fill out Travel Authorization form (In the MyLynx Student Organizations group, within the forms tab) and Title IX (if applicable) **  
23. Enjoy conference and take notes and knowledge to bring back to your club  
24. Fill out Program Evaluation on MyLynx within 48 hours after the conclusion of the conference.
If the requirements tied to your conference funding being approved are not met (i.e. 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.

*See deadlines chart for Conferences in the Documents section of the Student Organizations MyLynx page, proposals are due on the Monday before the Friday you present.

**Title IX training needed if there are mixed-gender lodging arrangements

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### Recruitment and Promotion Funding

Recruitment and Promotion funds are available to help assist your Registered Student Organization in promoting your organization and recruitment and retention of members. Once the funding is approved, the organization will have four weeks to complete the order/use funds. Swag must be used in the semester purchased. Note: Due to the nature of recruitment/promotional items needing production time, please consult with the vendor to determine how much time you need in advance for production.

**Expenses covered but not limited to:**

1. Clothing Items
2. Banners
3. Table Skirts
4. Water bottle/coffee Mugs
5. Canopies
6. Printed advertising
7. Business cards

**Expenses not covered:**

1. Expenses not included in proposal
2. Fundraising functions for the student org
3. Gifts and gift cards
4. Activities for a single political candidate or issue
5. Religious services or ceremonies
6. Purchase of Alcohol or security for event with Alcohol
7. Prizes

Your Student Organization Logo and/or name must be included on your promotional items. Organizations may not use these funds for unethical purchases that do not support their mission or enhance the University experience for Students. These Recruitment and Promotion items must also meet the University Communication’s branding standards. All proposals will be reviewed to ensure that funding will be spent appropriately.
The process for Recruitment and Promotion Funding will be as follows:

1. Log into MyLynx and go to the Student Organizations MyLynx page.
2. Under forms, access the “Club Purchase and Funding Request Form” and in the drop down select “Recruitment and Promotions.”
3. Fill out the questions provided with the most detail possible.
4. Fill out the excel spreadsheet laying out your proposed expenses in detail and attach it to the “excel attachment” section.
5. Submit it
6. The Finance and Funding committee will review it during the week and then discuss and vote on the budget in their meeting on Friday.
7. The Finance and Funding committee will then inform the organization on their decision that following Monday.
8. Once approved from that date you will have four weeks to spend the award, working with the Procurement Coordinator.
9. Once approved from that date you will have four months to distribute the Recruitment and Promotion items (if applicable) and fill out the Program Evaluation for “Recruitment and Promotion.”

If the requirements tied to your recruitment and promotion funding being approved are not met (i.e. 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.