

## **2025–26 SGA Budget Request Guidelines**

Registered Student Organizations (RSOs) can apply for money through the SGA Finance and Funding Committee. To be eligible, your President, Vice President, and Treasurer must complete the 2025–26 Officer Training on Canvas. The form can be found on MyLynx through your organization's page.

For help or questions, email the committee at: [SGA-finance&funding@ucdenver.edu](mailto:SGA-finance&funding@ucdenver.edu)

### **Types of Budget Requests:**

- Professional Development
- On Campus Events
- Club Development
- Club Marketing and Promotion

### **You can request money for:**

- On-campus or virtual events
- On-campus club meetings
- On-campus marketing and promotion
- On- or off-campus professional development

### **You cannot request money for:**

- Off-campus club events or meetings
- Subscriptions
- Items for fundraising (e.g. merchandise you plan to sell for profit)

### **What to Include in Your Budget Request:**

1. Event name and description
2. Date, time, and location (physical or online)
3. Number of expected attendees
4. Event purpose and goals
5. Price quotes or vendor info (proof of cost)
6. Any possible conflicts of interest and justification

## Rules and Limits

- All applications will open the first day of classes.
- Each RSO can receive up to \$5,000 per academic year. Once you reach that amount, you can't apply for more in that academic year.
- Requests between multiple student organizations are allowed. (e.g. two RSOs attempting to go over the \$5,000 annual limit by submitting two different requests is not permitted.)
  - Expenses being divided amongst the requesting organizations must be clearly differentiated in the request.
- No request for a single On-campus/virtual events, On-campus club meetings, On-campus marketing and promotion, or on- or off-campus professional development may exceed \$5,000, regardless of RSO collaboration.
- An organization will only receive funds for conference registration, excluding other expenses such as lodging, food, travel, etc.. Should a request for conference registration exceed \$500, the remaining total requested will be funded at a rate of 40%.
  - $\text{Total possible allocation} = \$500 + [(\text{Requested amount} - \$500) * 40\%]$
- The amount spent on goods, services, etc., is what will be deducted from an organization's annual limit, not the amount listed on the request.
- If something isn't bought (procured) within 1 month (30 days) of your event or by May 15, whichever is sooner, the money is no longer available for use or disbursement.
- Participation in at least one Student Involvement Fair per semester is required to maintain eligibility (Requests may be submitted if a Student Involvement Fair has not yet been held during the semester you are submitting a request).
  - Participating in other events such as Convocation, individual RSO tabling, etc. will qualify as a substitute for the Student Involvement Fair,
  - **Proof of participation is required. E.g. picture.**

## Purchasing Rules

- Items must be delivered to your event—no off-campus pick-ups unless you explain why it's necessary (CU Denver staff will not pick up any items).
- CU Denver doesn't pay Colorado sales tax. Use the tax-exempt certificate or your items will not be bought. [Tax-Exempt Information | University of Colorado](#)
- SGA will not buy goods or services if the vendor does not accept our tax-exempt status.
- All purchases must follow the Green Procurement Policy. [SGA Green Procurement Policy.docx](#)

## Request Categories

Type	Amount	Submission Deadline	Presentation Required?
<b>Small</b>	Under \$500.00	3 weeks (21 days) before event	Not required (unless requested)
<b>Medium</b>	\$500.01–\$2,500.00	3 weeks (21 days) before event	Yes – to F&F Committee
<b>Large</b>	\$2,500.01–\$5,000.00	6 weeks (42 days) before event	Yes – to SGA Senate

**Any request over \$5,000 will be denied automatically.**

### **Presenting Your Request**

- Presentations must be **in-person**.
- You will have 7 minutes for presentations
- The Finance and Funding committee or Senate will then discuss your request.
- After that, you'll have 3 minutes to ask questions.
- Voting will immediately commence, and the outcome will be the decision for the request.

### **Appeals Process**

If your request is denied, or the amount is changed, you can appeal through the Judicial Committee.

Types of appeals:

1. **Denial Appeal** – You think your request was wrongly denied.
2. **Allocation Appeal** – You disagree with the amount or items approved.
3. **Classification Appeal** – You think your request was wrongly labeled “Medium” or “Large”.

Each appeal will be reviewed within 10 business days (Monday-Friday/8:00AM-5:00PM), and the final vote happens at SGA Senate meeting following the Judicial ruling.

Appeals must be submitted in writing to the Chief Justice via the designated email address or form listed here: [SGA-Judicial@ucdenver.edu](mailto:SGA-Judicial@ucdenver.edu)

For more information on appeals, please see the following [document](#).

### **Tips for Approval**

Avoid:

- Missing documents (e.g. quotes or room bookings)
- Altered or copied paperwork
- Inflated prices comparatively
- Unnecessarily large quantities
- Quotes/invoices not mentioned in your request
- Budget requests that only benefit your club and exclude other students
- Minimal details. More information and context make for better presentations.

Remember: SGA funding comes from student fees, so events should benefit CU Denver students, not just your club.

If doing a presentation, we recommend using the following template, so all requested information is included. [F&F Presentation Template.pptx](#)

You can find the committee rubrics here to better understand what is expected of your RSO's request. <https://www.ucdenver.edu/student-life/student-government>

Check MyLynx and the email of the person submitting the request regularly for updates about your request.