

University of Colorado Anschutz Medical Campus Student Senate Funding Policies

I. General

This document provides the guidelines for the funding policies for student club/organization activities funded, in part, by student fees. All enrolled students who pay tuition and fees at the University of Colorado Anschutz Medical Campus (AMC) are eligible for funding from these fees as a member of a Club/Organization. Clubs/Organizations must be recognized by the Student Senate for the current year in order to receive funding. Typically, funding received by the Student Club/Organization will be considered one-time 'seed' funding. The Student Club/Organization will be responsible for acquiring any additional funding for future use.

The Vice President of Finance for the Student Senate shall determine the amounts of funding available prior to any club or organization receiving funding. Call 303/724-7684 for further clarification or query.

II. Appropriate Uses of Funding

Funding must be used to enhance educational and University experiences. All funded programs and/or activities must be open to the whole student body.

III. Inappropriate Uses of Funding

A. Political

It is prohibited that fees be used in support of or in opposition to political candidates, political parties, off-campus ballot issues or for programs related to political campaigning.

Organizations that are generally regarded as being a part of a political party may be funded only for specific events not related to their political functions.

B. Academic Activities

Funds designated for clubs/organizations will not be used to fund scholarships, activities, events and/or programs for which academic credit is given, academic research, or AMC recruitment/orientation. Funding requests for these items should instead be directed to the respective department of the University.

C. Alcoholic Beverages

Unless University alcohol policy is followed for an official function, no student fees may be used for alcoholic beverages, its serving, and/or any accessories that are to be used solely with/for alcoholic beverages.

D. Decorative Items

Student Fee Money will not be used to fund items of a decorative nature such as streamers, plants, floral arrangements, signs, posters, pictures, etc. An exception to this is promotion/advertisement materials connected with an official club function.

E. Personal Items

Under no circumstances will student fee money be used to fund items that are for personal use or are of a personal nature. All items bought with student fees must be available for general club/organization use.

F. Gifts

It is prohibited to use student fee monies for the purchase of gifts of appreciation, reward for performance, as a means to provide recognition for special designated days, or in recognition of birthdays or holidays. However, the purchase of flowers, fruit baskets, etc. for the purpose of expressing condolences, sympathy, get-well wishes, etc. will not be recognized as a gift and will be authorized.

G. Miscellaneous

Any activity/event that is not considered of an educational and/or University nature (see Article II) by the Vice President of Finance or the Student Senate will not be funded.

IV. Priority For Allocation of Funds

Priority for allocation of funding will be granted on the following basis:

1. Clubs/Organizations that are considered to be of an educational and/or University nature will be granted priority over other organizations.
2. Those organizations that have received little or no monies for the fiscal year will be granted priority over organizations that have received larger amounts of funding.
3. Clubs/Organizations must submit paperwork including a yearly budget by the priority deadline, if applicable, to received priority.
4. On-campus events have priority over off-campus events.

V. Procedures for Obtaining Funding

1. Follow guidelines for "recognition" as put forth in *Club/Organization Recognition Policies and Procedures*
2. Submit a brief generalized plan of anticipated, legitimate expenditures for the ensuing fiscal year to be funded.
3. Arrange inclusion on the Student Senate agenda at least one week prior to solicitation for funds.
4. Give a brief proposal/presentation to the Student Senate at a regularly scheduled meeting.

VI. Off-Campus Travel

A separate Professional Development Assistance program is administered through Student Senate. Contact the Vice President for Finance for more information and/or a Reimbursement form.