

HOW TO REQUEST STUDENT SENATE FUNDING

Funding for student organizations comes from the Student Activities Fees that every registered undergraduate contributes each year. In order to request funding from Student Senate, first Student Senate must recognize the organization either as a Media, Budgeted, Allocated or Recognized Organization. All forms necessary for funding requests are located in the hanging mailboxes outside of the Student Senate office on the upper level of the Union or by clicking [HERE](#). The Finance Committee has a mailbox located in the Student Senate office where all requests should be submitted. The treasurer's desk is located in the main room of the Student Senate office and all receipts, transactions, etc. should be submitted there.

A. Media and Budgeted Organizations

All Media and Budgeted organizations, recognized by Student Senate, are required to submit a budget proposal in the spring for the upcoming school year with a line-by-line description of the upcoming school year spending. This budget is reviewed by the Finance Committee of Student Senate and then voted on by the Senate body. This budget should include all financial aspects of operation for the upcoming school year. Media and Budgeted organizations should only request funding from Student Senate during the school year for Capital Expenditures spending, which is reserved for broken or antiquated equipment and/or emergencies that may arise during the school year.

B. Allocated Organizations

Allocated Organizations must submit a budget each semester for the following semester, following the same guidelines set forth for Budgeted and Media organizations.

C. Recognized Organizations

All recognized organizations may request funding for activities, conferences, meetings, events, etc. There is a specific Step 1 Funding Request Form to be filled out and submitted to the Finance Committee Chair of Student Senate or to the Treasurer prior to the event taking place or within thirty days following the event. The organization will then come before the Finance Committee in a private appointment set by the Finance Committee chair and the organization contact person to present the organization's funding proposal. Then, the Finance Committee votes and recommends to the Student Senate body whether or not to allocate the requested funding or an alternate amount. If Student Senate votes to allocate funding, the organization must fill out and submit to the Treasurer the Step 2 Funding Request Form and any receipts or invoices in order to properly handle the transaction of funds. No budgets will be accepted from recognized organizations. Funding is allocated on an event-by-event basis only. It is important that the organization have specific information on how the allocated money will be spent and how it will benefit the organization and the campus.