

Quick CO-OP Policies

This is a summary of the original Student Government Association Funding Policies. Please refer back to the original also. This is just to be used out of convenience.

SRSGA is also responsible for overseeing these funds once allocated to ensure that they are being properly spent. The following pages will walk you through when and how to request money from SRSGA.

Criteria for Funding

Your Club's Track Record

- Have you spent SRSGA funds according to the guidelines?
- Have you successfully held this event or similar events before?
- Do you publicize well?
- Have your advertisements been taken down within 48 hours of an event?
- Do you involve your membership in decision-making?
- Have you attempted to fundraise?
- Are you creating new initiatives on campus for the betterment of the campus?

*If you are a new organization, did you have an organized and detailed plan showing that you will meet these above criteria?

New Initiatives

At the spring budget hearings, SRSGA sets aside a contingency fund for use during the academic year. These funds are generally used for newly formed clubs and organizations, in addition to events that could not be planned without time to have these funds allocated during the budget hearings. To receive money from this fund, it is important to do the following:

- Complete and return the "New Initiative" form to the SRSGA Office then schedule an appointment to meet with SRSGA. CO-OP meetings are held bi-weekly in the University Union. Please detail specifically each item and event you are requesting funds for and check that what you are asking for is within SRSGA guidelines. All paperwork must be submitted two (2) weeks prior before it is to be brought before the Board of Cooperative Activities .

- An officer from your organization should attend the meeting to explain and defend the request to SRSGA. Other members from your organization are more than welcome to attend. Since contingency funds are limited, SRSGA requests very specific information and strongly encourages fundraising and co-sponsorship with other clubs and departments.
- Before requesting additional funds all previously funded money should be spent or allocated.

New Organizations

Newly formed organizations must wait for a trial period of one (1) semester, a four (4) month equivalent, after obtaining official recognition as a student organization through the Center for Student of Involvement and Leadership and the SRSGA Senate. After the one (1) semester, four (4) months, trial waiting period, the organization can receive up to \$250.00 which they will use to build and maintain membership during their second semester of being a recognized organization. Once one (1) full year has passed as a recognized organization, they may then apply for unlimited funding through the budgeting process or through a New Initiative. Case-by-case basis will be considered.

Reallocation Requests

You must reallocate funds when you do not, or cannot, use the funds for a specific event or purpose for which they were originally allocated. For example, your group was funded \$50 for a picnic, but you did not have that picnic; however, your group is planning on bringing in a speaker, and you want to apply the \$50 from your picnic toward the honorarium for the speaker.

To reallocate funds, fill out the “Line Item Transfer Request Form” and meet with SRSGA, the Center for Student Involvement and Leadership or a member of Cooperative Activities Office to do so.

Using funds without reallocating them is a violation of SRSGA policy, which could result in your group having its SRSGA account frozen for a period of time or losing funding completely. Reallocation approval is subject to the same criteria as other funding requests.

Things to Remember

- Special Allocation and Line Item Request forms are available in the Center for Student Involvement & Leadership, the CO-OP office or on the SRSGA website.
- All requests for special funding and reallocation must be made two weeks in advance of the event. SRSGA will not fund the special events or reallocate funds after the event has taken place.
- Keep Your Receipts!
- It is necessary for your club to hand in every receipt to the Cooperative Activities Office after an event. Copies of all receipts should be retained in the event your group is audited in the future.

How Should I Handle Myself Before SRSGA?

- Don't be nervous or intimidated. SRSGA is here to help your club manage its funding.
- Don't be afraid to ask questions. SRSGA loves questions because it shows that you are interested and engaged.
- Always be courteous. SRSGA makes every effort to run its meetings efficiently and on time, but some of our appointments run late (especially during spring budget hearings). So, please be patient.

- Come prepared.
- **Be on time** for your appointment.

SRSGA GUIDELINES

- *SRSGA appropriates funds for activities initiated by SRSGA recognized student clubs and organizations. On a case-by-case basis, SRSGA funds student groups who wish to sponsor activities beneficial to the university. SRSGA treats all clubs and organizations in an equal manner when granting funding. Guidelines are listed on the next two pages.*

Alcohol

In accordance with University policy, SRSGA will not fund for alcohol.

Equipment

If your student group requires permanent equipment such as athletic goals or supplies, a secure storage facility must first be found before we can approve funding.

Food/Decorations/Giveaways

We will fund up to 30% of any organizations budget for food, decorations, and/or giveaways. Giveaways may be classified as food, merchandise, or anything that can be used to enhance the overall quality and/or attendance of an event. Any form of clothing is prohibited. Any requests to budget for decorations and/or giveaways must first be approved by the Finance Committee before going to the Co-Op Board to ensure validity of such request. If your organization has self support money you can use these funds to purchase clothing.

Gifts

SGA will not fund gifts

Lectures

SRSGA requires that any lecturer who receives SRSGA funds for any part of their honorarium (this includes partial funding for a speaker), must be an open lecture to any member of the University community.

Political Events

We will not fund for campaign appearances by candidates or representatives of their campaigns.

Publicity

Your organizations events should be well publicized- all members of the SRU community should know about your event. Banner paper and markers are available in the CSIL for use in the Resource Room in B-105 University Union.

Transportation and Travel Expenses

SRSGA will generally fund transportation costs (mileage) for speakers that your club wishes to bring to campus. As for student trips, SRSGA will fund for school vans and \$0.45 per mile for personal vehicles. If possible, there must be no less than 4 people per vehicle. SRSGA will only fund for school vans, bus travel and personal vehicles - not airplane or train travel for student trips.

Honorarium

SRSGA may fund for the honorarium of speakers. SRSGA does not fund honorarium for paid employees or current students of the University. Funding for speakers will only be granted after your club has decided on a speaker and has begun to plan the specifics of the event (approximate dates when the speaker will be coming).

Camps/Conferences

Any SRSGA recognized organization will not be able to use SRSGA funding on any camps or conferences. Exceptions can be made if there is proof that your organization's involvement in the camp/conference will have a direct benefit on the general student body.

Duplicating

The following on-campus duplicating will be honored: Printing services, Copy Corner and the CO-OP office.

Bidding

A minimum of 3 bids must be submitted on items purchased over the amount of \$500.00 before payment. If the lowest bid is not accepted, the purchase must be pre-approved or SRSGA will not honor the payment request. If you need assistance in finding the appropriate vendor, contact a member of the CSIL or CO-OP office for help.

Unused Funds

Any money allocated for an activity must be spent on that activity. SRSGA reserves the right to reallocate unused funds at any time and we conduct "take backs" throughout the year. SRSGA funds cannot be transferred to a self support account and cannot be used from one academic year to the next. All funds will be taken back by SRSGA at the end of the academic year. Please be sure to spend money you have been allocated by then, reallocating when necessary. If an organization has made profit over the course of the academic year, this money will be eligible to be carried over into the following year.

Profit

If an organization is holding an event in which they will be making some sort of profit, the organization must report all earnings to the CO-OP office. In order for an organization to make profit off of an event that is either funded in whole or in part by SRSGA, they must first pay back SRSGA. Any profit that exceeds the amount provided by SRSGA can then be put into the organization's account and this money will be eligible for carryover into the following year. For example, if SRSGA allocates \$1,000 for a speaker and the organization providing the speaker earns \$1,500 dollars on the event. \$1,000 will be given back to the SRSGA and the remaining \$500 will go into the organization's account.

STILL NEED MORE MONEY?

Have you...

- Gone back to the SRSGA to ask for additional funding by filling out a special Allocation or Line Item Transfer?
- Held a fundraiser (bake sale, t-shirt/promo sale, raffle tickets, etc.) to help raise money for your organization?
- Considered co-sponsoring with other campus groups?
- Contacted the University Program Board and filled out a co-sponsorship agreement available in the CSIL?
- Contacted one of the many other campus groups for co-sponsorship?
- Contacted a related academic or administrative department to assist with funding?
- Considered selling tickets to the event?

Visit SRSGA'S website
www.sruSRSGA.com
for forms and more information.