



OBTAINING FUNDING THROUGH THE STUDENT ASSOCIATION

(This packet will serve as a guide through the Student Association funding process)

STUDENT ASSOCIATION FINANCIAL POLICY

In compliance with SUNY Board of Trustees, Student Association Financial Policy states that the Student Association may not fund the following group(s):

- Partisan political organizations or activities (partisan political organizations are those organizations which are directly affiliated by name, by activity, or by endorsement with a national, state, or local political party {SA Financial Policy Part V Part 3 G})

MEDIA ORGANIZATIONS

SA funded media organizations shall enjoy the legally protected status of “public forum” for the free expression of ideas and opinions.

ISSUE-ORIENTED ORGANIZATIONS

The Student Association may fund issue-oriented student organizations and activities. Issue-oriented student organizations and activities are those which are *primarily educational in nature, and which have as their primary purpose and result, the increase of the free-flow of information about a particular topic or set of issues among the members of the college community, providing information to the college community about a certain set of issues, and/or initiating and facilitating debate and dialogue among the members of the college community regarding a certain issue or set of issues.*

It is also important to point out that the Student Association will make every effort to ensure that funds are made available for student organizations to support issue-oriented activities representing all sides of any issue.

PROCEDURE TO OBTAIN AN OPERATING BUDGET

Organizations that desire a budget for the following year must meet with the Director of Business Affairs or Director of SA Programs, Personnel, and Finances prior to submitting a proposed itemized line budget complete with justification and rationale. See SA Financial Policy, Section 5 for more information.

Budget hearings are held each spring to determine how much funding each organization shall receive for the following year. Organization representatives must be present at these meetings. New organizations being recognized after spring budget hearings may request a budget not to exceed \$150.00 for the fiscal year in which they are recognized. Organizations may apply at other points during the year, as well. SA Executive Committee, if petitioned by an organization through a written rationale and request, may opt to increase the initial budget amount later in the fiscal year.

Organizations that fail to follow SA policies and procedures may not receive an operating budget for the following fiscal year.



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OTHER IMPORTANT POINTS

- Contracts for SA funded organizations are signed by the SA President (or designee) ONLY. No verbal commitments are to be made by any organization to anyone, for anything .
- Alcohol may not be served or consumed at any SA funded event or official function of any SA funded organization.
- The Student Association funds programs of *cultural and educational enrichment, recreational and social activities, tutorial programs, athletic programs (both intramural and intercollegiate), student publications and other media, insurance related to the conducting of these programs, administration of these programs, transportation in support of these programs, and student services to supplement or add to those provided by the college.* {SA Financial Policy Section 4C}
- All SA funded organizations are expected to do a reasonable amount of fundraising to supplement budgets provided by SA.
- All SA funded organizations are expected to send a representative to every weekly meeting of the Student Association at 6:15 pm on Wednesdays in the Hunt Room (lower level, College Union). Failure to send a representative to two (2) meetings will result in the organization's budget being frozen. To read more about SA attendance policy philosophy, please refer to SA Financial Policy Section 18.
- Organizations must be fully recognized by the College through the Department of Student Life before the Student Association will recognize them for funding purposes.
- Check the SA website frequently for news and events and to check policies and procedures. <http://sa.geneseo.edu>

NEXT STEPS

So... After reading SA Financial Policy and the SA Constitution and asking any questions along the way of expectations of funded organization, you are still interested in receiving funding...

- Submit a rationale and overview of your organization to the Director of Business Affairs or Director of SA Programs, Personnel, and Finances;
- Submit a proposed line-itemized budget (not to exceed the initial possible allocation of \$150.00); for more information on this, please stop in the office and we are more than willing to help you;
- Submit a list of officers and meeting times/dates and copies of constitution and official college recognition documents

At that point, SA Executive Committee will consider each organization's request by placing new organization proposals on a business meeting agenda to be voted on through a two-reading process. Additionally, we would look well upon prospective organizations that make an effort to attend a few SA business meetings prior to requesting funding. Sign the sign-in sheet under Guests.

Any questions? Feel free to stop in the SA office and introduce yourself and we would be more than willing to assist you.



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I have read the “Obtaining Funding through the Student Association” flyer, the Student Association Financial Policy and Constitution and understand that, if funded by the Student Association, my organization will follow all policies and procedures including attending the weekly Student Association meeting and placing the SA logo on all publicity materials, websites, advertising, etc.

Organization Name: _____

President: _____ Date: _____

Other: _____ Date: _____



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STUDENT ASSOCIATION BUDGET

Account # _____

REQUEST 14-15

\$150.00

Organization _____

President _____

Treasurer _____

Advisor _____

LINE	DESCRIPTION OF REQUEST	AMOUNT
10	Supplies List basic supplies your club might need (office supplies are available in the SA office in the Organization supply closet)	
20	Programming List specific programs Publicity	
01	Income Specify fundraising, dues, ticket sales, etc.	