

## Requesting a Student Org Budget for 2020-2021

### What is a student org budget?

Approved student organizations who have been active for 6+ months can apply for and receive an annual budget. Org budgets are housed within the Student Activities & Leadership's overall department budget.

### How much can my org apply for?

The maximum amount a group can request is determined by how long they've been active on campus.

- Less than 6 months active
  - Not eligible for an annual budget, but the group can apply for the Activity & Conference Fund via Moodle to get funding for specific programs
- 1-2 years active
  - Eligible for maximum allocation of \$300
- 3-4 years active
  - Eligible for maximum allocation of \$500
- 5+ years active
  - Eligible for maximum allocation of \$600

### What can we use the budget for?

Primary purpose = sponsor (on or off) campus programs that meet the mission of the org and/or college

Orgs can use budget funds for:

- Payment for speakers, entertainment, etc.
- Catering through Aviand's (Alverno's dining services)
- Registration fees and lodging costs for conferences
- Transportation for off-campus events
- Supplies and materials for events

Funds **cannot** be used for fundraisers or donations to other organizations.

## How do we spend our budget?

Student Activities will create an Excel worksheet to track your individual org expenses (groups do not receive a check). Orgs are encouraged to read through the *Money Matters Quick Guide* found on Moodle for more specific information.

### Budget Rules:

- To remain eligible, groups must present two active programs each semester (a total of 4 events per year) and submit program evaluations for all college funded programs.
  - One of the four programs must be co-sponsored by another student organization, department, or faculty member/class.
  - One of the four programs must also take place within the first 6 weeks of school (part of the Super 6 Series)
- Groups cannot spend more than half of their allotted budget on conference registration fees.
- Annual budget funds will NOT roll over.
- All budget purchases must be approved by the Department of Student Activities & Leadership.

## { Funding Request }

1. Assemble information about your org's leaders and activities for this year
2. Fill out the on-line *Student Organization Annual Budget Request* form available on Moodle
3. Sign up for a 15-minute time slot to present to the Alverno Student Government Org Funding Committee
4. Prepare for a 15-minute meeting with the ASG Funding Committee
  - a. 5 minutes – You describe your organization, the things you have done this year, and your aspirations moving forward
  - b. 5 minutes – The committee explains the requirements for student org funding and expectations for 2019-2020 programming
  - c. 5 minutes – For questions from the Funding Committee or the org
5. Receive a decision on your funding request before the end of the spring semester

2/22/2021