

WASHBURN
STUDENT
GOVERNMENT
ASSOCIATION
&
Student Organization
Funding Request Policies

EXECUTIVE STAFF 2009-2010 & ASSISTING STUDENT ORGANIZATIONS

- Budget Director – Keenan Hogan

“The WSGA Budget Director shall assist organizations in preparing funding requests for activity expenses and shall also assist these organizations in following the proper legislative procedure.”

- Public Relations Director – Dlany Conny

“Organizations requesting monies shall work with the WSGA Public Relations Director in advertising activities and shall also inform the public that WSGA funds are being used to sponsor the activity.”

- Vice President – Caley Onek

“Oversee...Senate liaisons between student groups and the WSGA.”

“Senators are required to act as liaisons between student groups and organizations...Each senator shall maintain regular contact with his or her assigned student organization.”



FIRST STEPS

- Register your student organization with Student Activities and Greek Life
 - Annually, not just once
- Establish a University Agency Account with the Finance Office
 - Give them your official title
- Attend the COPs presentation
 - √
- Sign the Funding Compliance Form
 - Give me your official title



PLANNING & BRAINSTORMING

- Use your resources
 - Past presidents, senior members
 - Student Activities and Greek Life
 - WSGA Senator Liaison
 - Last year's event requests and reports (ask me)
- Set the schedule
 - Hammer out the details for the event
 - Arrange transportation
 - Book lodging
 - Plan advertisement
 - Etc.



MEETINGS

- Save the date
 - A representative must attend back-to-back Wednesday night meetings to be rewarded WSGA funding

| | | | |
|--------------|-------------|-------------|-------------|
| August 19 | Full Senate | October 14 | Committees |
| August 26 | Committees | October 21 | Full Senate |
| September 2 | Full Senate | October 28 | Committees |
| September 9 | Committees | November 4 | Full Senate |
| September 16 | Full Senate | November 11 | Committees |
| September 23 | Committees | November 18 | Full Senate |
| September 30 | Full Senate | December 2 | Committees |

- **You must present to the Allocations Committee 15 or more days before your event**
- Dates, documents and much more can be found at mywsga.com



DOCUMENTS

- Three forms are absolutely required
 - Funding Request Form
 - Spending Breakdown Form
 - Up-to-date Roster for your Student Organization
- You can also submit...
 - Itinerary for your event
 - Validation of costs
- Generally – the more details, the better
- **Submit your forms by 5 p.m. on the Monday preceding the Allocations Committee meeting you wish to attend**
 - budget@mywsga.com



EXPECTATIONS

- The representative should be knowledgeable and professional
 - Allocations Committee members and various Senators may ask any number of questions
- The three-strikes policy may result in a decrease in the amount of allocations you receive
 - Fundraising – 20%
 - Community Service – 20%
 - Neatness and Presentation – 10%
- Know the basics of the Funding of Organizations Policy
 - It may change throughout the year or from administration to administration



GENERAL FUNDING POLICY STIPULATIONS

- \$3,000 per student organization each year
- \$2,000 of which may be spent off-campus
 - No more than 75% of the total cost for off-campus events will be funded
- \$4,000 total for any one event (\$300 /student max.)
 - Regardless of the number of student organizations sponsoring a single event
- \$300 advertising each student organization per event
- \$300 apparel each student organization per year
- \$20 per student per day for food
 - \$500 total for off-campus events
 - \$750 total for on-campus events
- \$0.55 per mile per vehicle (university-set mileage)



POST-MEETINGS

- Receipts and a report are due within 4 weeks of the event's conclusion
 - Submit copies of all receipts/validations of cost
 - Submit a typed report signed by the organization president & advisor including:
 - How the event benefited the university & the organization
 - Detailed breakdown of costs & attendance
- Don't forget your resources, especially mywsga.com
- Most importantly, remember the deadlines and don't be late



LATE PENALTIES

- ≤ 30 days late – 25% decrease in funding for 1 year
- 31-60 days late – 50% decrease in funding for 1 year
- 61-90 days late – 75% decrease in funding for 1 year
- ≥ 91 days late – ineligible for funding for 1 year
- Never turned in – ineligible for funding for 2 years
- I have never had to assess a late penalty and would be happy to keep it that way



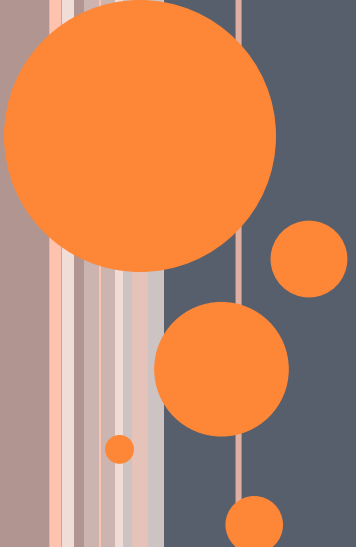
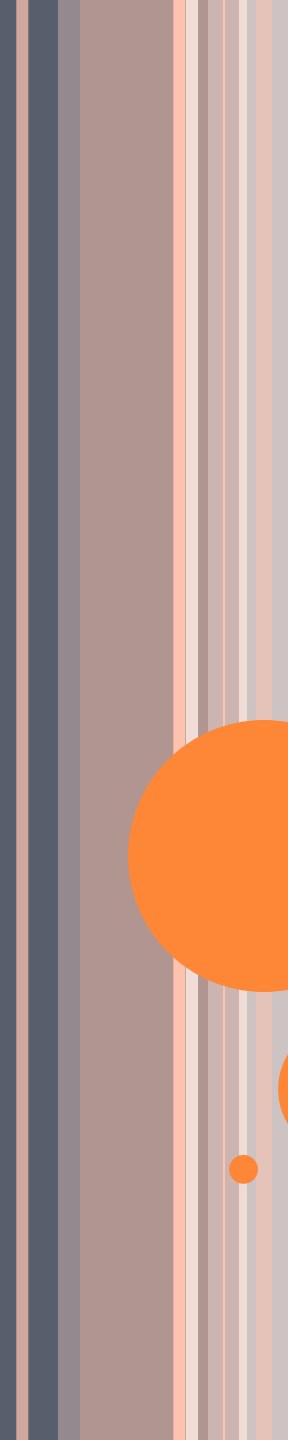


KEENAN HOGAN
WSGA BUDGET DIRECTOR

budget@mywsga.com

www.mywsga.com

(785) 670-2317



OFFICE OF STUDENT ACTIVITIES AND GREEK LIFE

getalife@washburn.edu

washburn.edu/getalife