

GRAND VALLEY STATE UNIVERSITY
STUDENT SENATE FUNDING GUIDELINES & RULES

Approved: - Revised: -

ARTICLE A: EVENTS

GVSU Registered Student Organizations (RSOs) are eligible to request campus programming funds through the Student Life Fund.

RSO Requirements – All RSOs must

- a) Be registered on Orgsync with a current roster of officers and members.
- b) Have the financial officer complete the Orgsync Financial Officer Training (via Orgsync).
- c) Be in good standing (refer to RSO Handbook).

Timeline & Process

- a) All requests must be submitted a **minimum of 4 weeks in advance** before the program/event. Please review be mindful of semester breaks and when the Appropriations Committee is not in session. Refer to the annual timeline in Orgsync.
- b) Requests totaling over \$2,000, please note the additional procedures:
 - a. If requesting over \$2,000, the rso must meet with Valerie Guzman, Associate Director of Student Life to review the details of the request before or upon submitting the request.
 - b. If requesting over \$10,000, after initial approval from the Appropriations Funding Board, the request must also gain approval from the general assembly of Student Senate.

General Rules – The event must

- a) Be open to the whole student body and promoted in that regard.
- b) Not include activities that promote or showcase any specific religious doctrine against any other.
- c) Not include activities that promote a political candidate or position on a political referendum (cannot promote “Vote for _____” activities).
- d) *Not charge admission.
- e) *Not be revenue-generating (unless revenue is returned to the SLF or donated to a 501c3 organization).

**Exceptions are rare but may be made at the discretion of the Chair of Finance.*

Specific Event Expenses

- a) Food
 - a. RSOs must provide a quote from Campus Dining (or an off-campus establishment with an approved waiver from Campus Dining) at the time of the funding request (upload to Orgsync).
 - b. Food for general rso meetings is ineligible.
- b) Event promotion (printed material, etc.)
 - a. RSOs must utilize the Promotions Office; approval is subject to deadlines for design and print.
 - b. Banners for general rso promotion are ineligible.

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- c) Speakers and external vendors (dj, inflatables, etc.)
 - a. Quotes or documentation must be provided at the time of the funding request (upload via Orgsync if possible). Do not confirm dates or amounts with the vendor until approval. Students are not authorized to sign contracts on behalf of GVSU.
 - b. RSO must work with Student Life to process the contract and secure payment.
 - c. If contracted a speaker requests payment, no speaker gift/honoraria can be included.
 - d. Inflatables - due to risk management procedures, inflatable contracts/quotes must include staffing by the company (not volunteers or representatives from the rso) for the duration of the event.
 - e. Photographer - funds are rarely provided for photographers; if approved, rsos must use the staff photographer through the Promotion Office.
 - f. DJ – must be an external vendor. GVSU students are not eligible to receive payment for rso events.

Additional Rules – these items are ineligible for funding:

- a) Any item purchased or paid for PRIOR to the approval of the funding request (retroactive reimbursement).
- b) Arts and craft items, office supplies, or decorations already available through the Creation Station in the Student Organization Center/Student Life.
- c) Clothing/accessories that will become personal property of an individual student.
- d) General RSO or event “giveaways” (custom magnets, pens, etc.)
- e) Individual membership dues to local/regional/national organizations.
- f) Seed money for fundraising activities.
- g) Items that are to be given away or donated to anyone who is not a GVSU student.
- h) Speaker gifts/honoraria over \$25 per person; recipient/s must be external to GVSU (not for faculty / staff / students).
- i) Gift cards, prize money, or other purchased giveaways

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ARTICLE B: TRAVEL

Registered Student Organizations (RSOs) are eligible to request travel funds through the Student Life Fund.*

**Club Sports are not eligible for travel funds through SSAC.*

RSO Requirements – All RSOs must

- a) Be registered on Orgsync with a current roster of officers and members.
- b) Have the financial officer complete the Orgsync Financial Officer Training (via Orgsync).
- c) Be in good standing (refer to RSO Handbook).

Timeline & Process

- a) All requests must be submitted a minimum of 4 weeks in advance before the date of travel.
Please review be mindful of semester breaks and when the Appropriations Committee is not in session. Refer to the annual timeline in Orgsync.
- b) The Travel Fund will be distributed (up to 50%) based on a two-period system: 7/1 – 12/31 and 1/1 – 6/30
- c) RSOs can request no more than \$2,000 total for travel per semester (up to \$400 per person); and no more than \$4000 per academic year. There is no limit on the number of travel until either maximum is reached.
- d) RSOs requesting funds through the Academic Conference Fund (ACF) may not submit a funding request through the Student Life Fund.
- e) The Code of Student Conduct and the RSO Handbook apply to all participants in funded travel.

General Rules

- a) The travel request of the RSO must be related to the mission of the RSO.
- b) The RSO must be traveling domestically (international travel including Canada is prohibited).
- c) The RSO must include an outline of total travel expenses at the time of the funding request (upload to Orgsync).
- d) External vendors (charter bus, etc.)
 - a. Quotes or documentation must be provided at the time of the funding request (upload via Orgsync if possible). Do not confirm dates or amounts with the vendor until approval. Students are not authorized to sign contracts on behalf of GVSU.
 - b. RSO must work with Student Life to process the contract and secure payment.

Specific Travel Expenses

- a) Transportation
 - a. Eligible items: [Vehicle/van rental](#) through Office of Student Life, charter bus, flight, bus, Amtrak ticket, etc.
 - b. Ineligible: gas, parking, tolls, transportation expenses related to locations less than 100 miles in distance one way.
- b) Conference Registration - early bird rate only.

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- a. If registration includes possibility of competition money earned (group or individual), restrictions will apply; discuss with Student Life Staff.
- c) Lodging
 - a. Eligible: Hotel, hostel, etc.
 - b. Ineligible: Air B&B or similar lodging, lodging expenses related to locations less than 100 miles in distance one way.
- d) Food/meals – only if included in the cost of the standard conference registration (no “add ons”).
- e) Other items – ineligible
 - a. Souvenirs and leisurely activities including museum and sporting event admission
 - b. Gratuity or tips for any aspect of travel

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ARTICLE C: EQUIPMENT

Registered Student Organizations (RSOs) are eligible to request equipment funds through the Student Life Fund.*

RSO Requirements – All RSOs must

- a) Be registered on Orgsync with a current roster of officers and members.
- b) Have the financial officer complete the Orgsync Financial Officer Training (via Orgsync).
- c) Be in good standing (refer to RSO Handbook).

Timelines & Process

- a) All RSOs are required to meet with Valerie Guzman, Associate Director of Student Life to review their equipment request prior to being placed on the Student Senate Appropriations Committee meetingschedule.

General Rules

- b) All equipment funded through this process is property of Grand Valley State University. Student Life may assist with providing storage of the equipment and may require a check out process for usage by rso officers.
- c) Ineligible items: any items restricted the event guidelines including rso banners.