

Student Organization

Campus Event Funding Request Procedures

(When Student Fee Funds Are Utilized)

Student organizations that will be seeking student fee funds to help support a campus event/program must comply with the student fee funding request procedures herein.

Note: In order to qualify for funding, the student organization event/program must conform to the following conditions:

It must be:

- a. Conducted on one or more of the college's campuses;
 - b. Open and free to the general student body;
 - c. Held when classes before are in session during traditional business hours; and
 - d. Promoted throughout the district and the promotional materials must reflect Office of Student Life sponsorship.
1. Student organization representatives are to schedule an initial meeting with their respective campus Student Life coordinator at least one month prior to the scheduled date of the event/program and at least two weeks prior to the date of the District Student Senate meeting the organization intends to appear before for the purpose of requesting student fee funding.
 2. The initial meeting between the respective Student Life coordinator and the student organization representative is intended to:
 - a. Permit student organization representatives an opportunity to provide details relative to the event/program (dates, location, purpose, etc.), to ask questions about the procedures and student fee funding request process, and to determine a date and time for a second meeting with the Student Life coordinator at least one week prior to the date of the District Student Senate Committee meeting they intend to appear before to request student fee funding; and
 - b. Provide the Student Life coordinator an opportunity to review the procedures and student fee funding request process as well as what is needed to fulfill their provisions, to distribute and review the required student fee funding request documents and a packet of completed sample documents and to respond to any organization questions.

3. As for the second meeting between the respective campus Student Life coordinator and the student organization representatives, the student representatives must submit the following completed documents and supporting materials:
 - a. A “Student Fee Funding Application” form with “Projected Budget Worksheet”
 - b. A banking record of the student organization’s college account highlighting all financial activity for the previous six months and their current account balance (available upon request from the Student Life office);
 - c. If applicable, documentation of any additional sources of funding not reflected in their college account to include the title of the funding source (e.g. MATC Foundation), the amount approved and the condition governing the disbursement of the funds;
 - d. Backup documentation providing details (program description/purpose, dates, times, location, and fees) relative to the event for which funds are being requested;
 - e. A copy of the minutes for the student organization meeting during which the event and funding request were discussed that includes the meeting date, members present, a synopsis of the discussion and voting results; and
 - f. An “Event Registration Form” detailing the event for which student fee funding is being requested, signed by the student organization’s designee and their advisor.

The Student Life coordinator will review the aforementioned documents and supporting materials to ensure that they are complete and in compliance with all requirements. If any of the documents or supporting materials are incomplete or in non-compliance and the issue(s) cannot be resolved during the current meeting, a follow-up meeting must be scheduled within 48 hours prior to the District Student Senate meeting the organization intends to appear before to request student fee funding.

4. The student organization must be represented at the District Student Senate meeting they intend to have their request for student fee funding considered. At least one student member of the organization familiar with the group’s planned event is to be present.

The student organization representative(s) will be introduced to the committee by their respective campus Student Life coordinator who will make a brief remark relative to their student organization's status and activity.

The student organization representative(s) should be prepared to discuss the planned event providing details that describe what it is, what it is designed to do or its purpose, and how the student body and/or college will benefit from their event. They should also be prepared to answer questions from the committee (total time: 5 minutes minimum/10 minutes maximum).

Note: While student organization student fee funding requests are traditionally considered at the beginning of each District Student Senate Meeting, the number of funding requests may result in an individual organization's request being later on the agenda. Although rare, a 30-40 minute delay could occur.

5. The respective campus Student Life coordinator will contact the student organization's president and advisor within 24 hours to apprise them of the District Student Senate's decision relative to the organization's student fee funding request. The District Student Senate can approve, approve with conditions, or deny the funding request.
 - If the request is denied, the Student Life Office will notify the organization in writing within 48 hours of the decision detailing the reasons for the denial. The organization may appeal the committee's decision to the Director of Student Life provided it is in writing and it is submitted within 48 hours of their notification of denial. The decision of the Director of Student Life is final.
 - If the request is approved with conditions, the respective campus Student Life coordinator will schedule a meeting with organization representatives to discuss what the organization needs to do to satisfy the committee's recommended conditions.
 - If the request is approved, the authorized student fee funds can be released for payment of legitimate expenses associated with the student organization's event provided appropriate payment request procedures are followed including the utilization of a "request for Payment" form for each expenditure (see 7 & 8 for details).
6. After counseling with the student organization advisor(s), respective campus Student Life coordinator will determine which student organization

expenses the authorized student fee funds will be applied to. These funds can only be used for promotion materials, artist fees, and travel and housing costs for artist, and can only be paid to recognized and approved vendors (Lordly & Dan Speakers bureau, Midwest Airlines, Marriott Hotels, etc.) provided the appropriate payment request procedures are followed.

Note: Every effort will be made to use student fee funds to pay legitimate expenses in total. Remaining funds, if insufficient to cover any remaining individual expense, will be used in combination with the student organization's funds to satisfy a remaining expense.

Example: If an organization has been approved for \$1,200 in student fee funds and they have an artist fee of \$1,000, travel expenses of \$400 and housing expenses of \$150, the Office of Student Life will use the authorized student fee funds to pay the total artist's fee and housing expense and apply the balance of \$50 to the travel expense.

7. The respective campus Student Life coordinator is responsible for generating each "Request for Payment" applicable to legitimate student organization event expenses when they are paid in full by the student organization from their college account.
8. The student organization is responsible for generating each "Request for Payment" applicable for legitimate organization event expenses when they are to be paid in full by the student organization from their college account.

Each "Request for Payment" form must include, among other information (see sample form), the student organization's college account number and amount requested and signatures of a student officer (originator) and advisor (supervisor). The supporting documents that must be attached to each "Request for Payment" are:

- a. Backup documentation relative to the event/program as detailed in 3d
- b. A billing statement, receipt, cost sheet, or MATC artist's contract from each individual vendor itemizing the various changes/costs for their services.

Note: Most vendors who do not provide billing statements or receipts prior to the use of services list their rates on the internet (e.g. Greyhound, shuttle service) and a printout of these rates can be used in lieu of formal billing statements or receipt.

- c. The minutes of the student organization meeting at which the organization discussed and approved both conducting the event as well as seeking student fee funding support.
9. All “Requests for Payments” associated with the student organization’s event expenses and generated by the student organization along with supporting documents for each (see 8a-c) are to be submitted to the respective campus Student Life coordinator as soon as they are completed for verification before forwarding to the college Business Office.

Checks requested by the student organizations (those involving student organization fund only) will either be sent directly to the vendor/payee as predetermined by the student organization and the college business office or are picked up by the student organization’s advisor.

10. Following the completion of the student organization’s event, the organization must submit documentation (e.g., receipts) itemizing all actual expenses associated with the event.
 - When actual expenses are less than prepaid items and advances (e.g., college checks), the student organization must reconcile the overpayment. If the student fee funds are involved, the organization must reimburse student fees the total overpayment.
 - When actual expenses are more than prepaid items and advances, the organization must determine how they wish to address the shortfall. If the shortfall will be met by the personal contribution of an advisor, member or members of the organization, the student organization must determine whether or not to reimburse the individual(s) involved and then how to do it (e.g., generate a check from their campus account).