Student Government Association
Funding Guidelines

What is the source of SGA funding?
Each year, a portion of the Student Activity Fee is allotted to the Student Government Association (SGA). This fee is separate from tuition, it is collected at the beginning of every semester and all students are required to pay it. The fee collected from full-time students is $120 and the fee collected from part-time students is $60. SGA is committed to administering the Student Activity Fee to provide opportunities for students to grow academically, artistically, professionally and personally.

General Funding Information
- SGA Executive Board establishes a maximum funding allowance for senators each fiscal school year. Please read Maximum Funding Allowance below for more information.
- SGA accepts funding requests from a variety of entities across campus. They are defined as Internal and External Entities.
  O Internal Entities are: SGA Executive Board members, SGA Departmental Senators and SGA Non-Academic Senators. SGA General Members are not able to request funds because they are not voting members of the Senate. They must seek the support of a voting member for initiatives.
  O External Entities are: Student Organizations Council (SOC), Student Programming Board (SPB), Students Athletics Association, Residence Hall Association (RHA), recognized student organizations, and general students seeking support for initiatives. These organizations and students must seek the support of a Departmental Senator or Non-Academic Senator depending on the nature of their initiative.
- Requests for SGA funding are made through the Student Government Association Proposal (SGAP). The SGAP is to be completed online at http://www.colum.edu/students/Engagement/Forms/. All supporting documents need to be attached.
- No initiative is entitled, nor guaranteed, any funding by merit of being a student endeavor.
- Supplies and decorations will only be ordered from an approved list of vendors, unless otherwise approved by the SGA Vice President of Finance, herein known as the VP of Finance.
- The VP of Finance reserves the right to request additional price quotes for any items during the SGAP submission process.
- SGA does not issue reimbursements. All purchases must be pre-approved and purchased by the VP of Finance.
- Columbia College Chicago is a tax-exempt not-for-profit institution. Contact the VP of Finance for exemption details.

SGA will not fund the following:
o Travel requests
o Alcoholic beverages
o Support for non-Columbia students
o Donations to charities or political parties
o Any initiatives off of Columbia’s campus that are not available to the general student body
o Scholarships or monetary payments to students for personal or academic aid or gain other than those hired as an Independent Contractor.

o Initiatives or activities requested by Senators who serve as officers on any Student Life Advisory Board (SLAB) or recognized student organization for said organization.

o Initiatives or activities that are required by an academic department or that are required for the completion of coursework.

o Initiatives that are funded through tuition dollars.

o Food for Internal Entity Requests unless it complies with the Food and Refreshment Policy listed below

o Food for External Entity Requests

o Guest Speakers that cost over $600. (This includes speaking fees, hotel and traveling expenses)

Food and Refreshment Policy
SGA may approve the allocation of funds for food and refreshments for the following SGA-sponsored events.

• Blood Ball
• Convocation
• SGA marketing events
• State of the College Address
• SGA Weeks of Welcome events
• SGA beginning/end of semester meetings
• SGA Executive Board and Senator Trainings
• Departmental Forums during SGA Forum Weeks
• SGA Senator and Departmental Chair Luncheon

Each Senator may only be awarded funds for food and refreshments during SGA Forum Weeks twice a year once in the fall and once in the spring and cannot exceed $60 each time. Food will only be ordered from an approved list of vendors, unless otherwise approved by the VP of Finance.

Maximum Funding Allowance
The elected Executive Board of Student Government Association is responsible for establishing a maximum funding allocation (CAP) for Senator Initiatives at the beginning of the Fiscal School Year. The CAP is calculated based on the total funding allocated for Senator Initiatives and is made of recommendations by the current Vice President of Finance. The CAP for the 2017-2018 Fiscal School Year is $800. These funds will be rewarded to senators who's proposals are approved first through senate until the funds have become exhausted. All proposals must be submitted by the semester deadline. The deadline to submit proposals for the fall will be the third Friday in November and the first Friday in April for spring.
Senators may request funding until their department receives the established maximum funding allocation or until funding has been exhausted. Once a Senator has reached this amount, the Senator is expected to fund any additional expenses through fundraising efforts. Senators who reach the maximum allocation are not allowed more funding on their department, from SGA, until the following Fiscal School Year. If a Senator does not reach the set maximum funding allowance by the third Friday in March, the funds do not roll over and a new CAP will be set by the Vice President of Finance and voted on by Executive Board of SGA.

After the third Friday in March, the remaining balance of Senator Initiatives will be available to all Senators to utilize on a first-come first-serve basis. All Senator can submit and SGAP however, if approved, the funds must be used towards their academic department before the end of the current Fiscal School Year and all other SGA Funding Guidelines apply.

Funding Guidelines for Internal Entities
When requesting funds as an Internal Entity, follow the process listed in the SGAP Submission Process section.

Internal Entities can request funding for the following:
Departmental and Non-Academic Initiatives
These are initiatives that are proposed to the Senate by a Departmental Senator to request support for an event, program or item(s) for their constituents in their respective academic or non-academic departments. When requesting funds for departmental and non-academic initiatives, all Internal Entities must submit an SGAP following the steps outlined in the SGAP Submission Process section of these guidelines.

Forums
Forums are departmental and non-departmental discussions hosted by SGA Senators to garner ideas for departmental and non-departmental funding and the improvement of the educational experience at Columbia College Chicago.

When requesting funds for a forum, Senators will receive a packet from the Executive Board containing all the necessary information regarding the forum planning process. The packet will include a Food Request Form, to be submitted to the VP of Finance, and deadlines for submission. When requesting food for forums, an SGAP is not required.

Any other Funding Requests
In regards to events or items that are requested by Senators for either the SGA and/or the general student body, all Senators must submit an SGAP following the steps outlined in the SGAP Submission Process section of these guidelines.

Funding Guidelines for External Entities:
SLAB organizations, recognized student organizations and general students must seek support from a Senator for their initiative.

All External Entities seeking support for an initiative that falls under the realm of an academic department must seek the support of the respective Departmental Senator. The EVP of Finance will
inform the Senator of the proposed initiative and the Departmental Senator will respond to you within
three (3) business days to discuss the proposal. The sponsoring Departmental Senator will then
determine if it is an appropriate request to be advanced to the Senate. If it is, the sponsoring
Departmental Senator will submit an SGAP by following the process listed in the SGAP Submission
Process section. Otherwise, the request will be denied.

All External Entities seeking support for an initiative that **falls outside the realm of an academic
department** must seek the support of a Non-Academic Senator. The VP of Finance will inform the
selected Non-Academic Senator of the proposed initiative and the Non-Academic Senator will respond
to you within three (3) business days to discuss the proposal. The sponsoring Non-Academic Senator will
determine if it is an appropriate request to be advanced to the Senate. If it is, the sponsoring Non-
Academic Senator will submit an SGAP by following the process listed in the SGAP Submission Process
section. Otherwise, the request will be denied.

**Recognized student organizations are expected to seek support from SOC before requesting support from SGA. If SOC cannot or will not fund the initiative, then these recognized student organizations can seek support from the Senate.**

**Sponsorship Requirements**

If your event, program or service receives funding from SGA, you agree to the following:

- The SGA will be listed as a co-sponsor of the event
- The SGA logo will appear on all promotional materials
- The student organization will submit weekly progress reports the VP of Finance regarding
  the status of their event/initiative. These updates will be advanced to the SGA Executive
  Board and the Senate. Comments or suggestions made by the SGA Executive Board and the
  Senate will be forwarded to the student organization for consideration.

In order for an event, program or service of an External Entity to receive support from SGA, it must
follow these stipulations:

- The event will be open and free of charge to all Columbia College students
- The funding request must be for less than 30% of the total cost of the event, program or
  service, and not exceed $200

**Questions to consider when submitting an SGAP**

1. Will this item/event be accessible by the entire student population of the Columbia College
   Chicago community or of an academic department?

2. Will this item/event enrich the academic experience of the student body or academic
department?

3. Does this item/event have a purpose or goal that will leave a lasting mark on the Columbia
   College Chicago community or academic department?

4. Does this item/event follow the funding guidelines listed?

5. Does this item/event benefit the student body or academic department academically,
allegedly and/or professionally and not just serve for social purposes?
SGAP Submission Process

Timeline
SGAPs will be accepted from the third Monday in September until the third Friday in November in the fall, and from the first day of classes until the first Friday in April in the spring.

1. All SGAPs must be submitted no less than twenty (20) business days before the date of your activity or initiative. If a Senator is requesting money for their departmental form (maximum $60 on food), you must submit an SGAP no less than (15) business days before their form.

2. All SGAPs must be submitted with the Grid and all supporting attachments. You must complete a Grid for each vendor. You also must submit promotional material (poster/flyer) in the additional supplemental documents and answer explaining I - IV.
   I. A description of the details and purpose of your proposal

   II. An explanation of how this proposal supports the mission of the Student Government Association

   III. An explanation of how this proposal benefits Columbia College students

   IV. An itemized event budget outlining:
      o The total amount of your proposal
      o A detailed outline of all sources of funding, and how all funds will be distributed

3. The VP of Finance will then review the SGAP within three (3) business days of submission. If the SGAP is under $200, and if any information is missing or is incorrect, the proposal will not be accepted and the VP of Finance will notify you of the missing or erroneous documentation. If the SGAP is over $200, and if any information is missing or is incorrect, the proposal will not be accepted and the Chair of the Internal Affairs committee will notify you of the missing or erroneous documentation.

4. If the SGAP is accepted, it will be reviewed by one of the following:
   a) If you are requesting $200 or more, you are required to present your SGAP to the SGA Internal Affairs Committee. You will be contacted within three (3) business days from the day your SGAP was accepted to schedule a time for your presentation.

   b) If you are requesting less than $200, you are required to present your SGAP to the SGA Executive Board. You will be contacted by the VP of Finance within three (3) business days from the day your SGAP was accepted to schedule a time for your presentation.

5. Possible Outcomes:
   a) If the SGAP was over $200, and was approved by the Internal Affairs Committee, it will go to the SGA Senate for vote at the next regularly scheduled SGA meeting. You will be contacted by the Chair of the Internal Affairs Committee to inform you of the date and time when the SGAP will be voted on. The Senate will have the final say in regards to all funding allocations. You, or a representative for your initiative, are required to be present at that meeting. Failure to attend said meeting will result in denied funding. At that point, you will be asked to schedule a meeting with the VP of Finance to coordinate transactions associated with the SGAP.

   b) If the SGAP was over $200, and was denied by the Internal Affairs Committee, you will be
notified within 24 business hours from the time that it was reviewed.

c) If the SGAP was under $200, and was approved by the Executive Board, you will be notified within 24 business hours of the time that it was reviewed. At that point, you will be asked to schedule a meeting with the VP of Finance to coordinate transactions associated with the SGAP.

d) If the SGAP was under $200 and was denied by the Executive Board, you will be notified with 24 business hours of the time that it was reviewed.

6. Check requests must allow four to six weeks for the Accounting office to issue and release the check.

7. SGAPs that do not meet the specified timeline or are incomplete will not be reviewed.

Payment Instructions
Requesting funds to purchase an item
1. Complete all sections of the SGAP and the Grid.

2. If requesting an individual item costing $200 or more, you must attach price quotes for that item from three vendors. Each quote must provide the quantity of items you intend to purchase, their individual prices, and the total amount for the purchase including any added fees, such as delivery and set-up charges.

3. If requesting an amount under $200, you must attach a price quote for that item from one vendor, the quantity of items you intend to purchase, their individual prices, the total amount for the purchase including any added fees, such as delivery and set-up charges.

4. Submit the proposal and follow the SGAP Submission Process listed above.

Requesting Funds to Pay for a Service (Performer, Band, Speaker, Etc.)
1. Complete all sections of the SGAP and the Grid.

2. Attach a price quote from the performer, band, speaker, etc. The quote must include all details agreed by both parties and must clearly state:
   a. Name and address
   b. Date, time, and location
   c. Services to be provided.
   d. Payment amount and payment due date
   e. Who is receiving the payment, i.e. performer, agent, etc.

3. Submit the quote with the proposal and follow the SGAP Submission Process listed above.

4. Once the SGAP is approved, submit a Contract to the VP of Finance. Contracts must be submitted within five (5) business days of the SGAP’s approval. Please see the Contracts section of the Student Engagement Handbook for additional details.

Requesting Funds to Pay for Rentals
1. Complete all sections of the SGAP and the Grid.
2. Attach a copy of the vendor’s proposed contract. The contract must include all details agreed upon by both parties. You are not authorized to sign the contract.

3. Submit the proposal and follow the SGAP Submission Process listed above.

4. All rentals must be in your advisor’s name. Rentals cannot be made in the name of Student Engagement or any staff from Student Engagement without express consent.

5. Please see the Contracts section of the Student Engagement Handbook for additional details.

**Appeal Process**
If your SGAP was denied by either the SGA Internal Affairs Committee or the SGA Executive Board for reasons other than failure to meet the guidelines set forth in this handbook, you may file an appeal in by following the process below.

1) Submit a written appeal via email to the VP of Finance within five (5) business days from receiving notification that your SGAP was denied.

2) The appeal must outline the specific funding decision being appealed and explain the reason for the appeal. Appeals must only be based upon the following criteria:
   a. Established funding guidelines were not followed.
   b. The funding decision was arbitrary.

3) You will be contacted by the VP of Finance within three (3) business days from the day your appeal was received to schedule a meeting with the SGA Executive Board to hear your appeal. You must be present at this meeting; failure to attend will result in forfeiture of your appeal.

4) Based on the information presented at the meeting, the Executive Board will render its verdict.
   a. If the Executive Board finds the appeal to be valid, they will make a recommendation to the Senate to adjust the appealed funding decision.
   b. If the Executive Board finds the appeal to be invalid, or if the Executive Board finds the appeal to be valid but the Senate does not adjust the funding allocation, you can submit an appeal to the SGA Advisor, who will review the appeal and make the final decision.