



# STUDENT GOVERNMENT BUDGET GUIDELINES

## Trine University Student Government

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Approved by 2016 Finance Committee

Approved by 2016 Executive Board

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Amended by 2017 Treasurer **Michael Nichols**

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## INTRODUCTION

These budget guidelines are to ensure that all approved Trine University organizations are granted the opportunity to request funding for hosting and/or attending events. It is the job of the Student Government Treasurer, whom oversees the Finance Committee, to evaluate budget requests using the budget guidelines. The Finance Committee votes on the approval of all budget requests. The Finance Committee is reserved the right to deny any budget request that does not follow the budget guidelines. Any item of concern that falls outside of the jurisdiction of the budget guidelines will be subject to interpretation by the Treasurer with approval pending a vote by the Finance Committee. The main mission of the Student Government Finance Committee is to grant financial assistance to Trine University organizations so as to promote student activities on campus, the development of students into campus leaders, and to increase Trine's reputation abroad.

Student Government is a governing body for the students and by the students. It shall be the desire of all who run for a position in Student Government to serve the students. Being a member of Student Government is an obligation. It is the responsibility of those running for any position to know whether they can make a time commitment or not. All those who cannot give a position the utmost attention and effort in completing, will be doing a disservice both to their school and fellow student body. Every candidate needs to research the position and understand the obligations that go along with it. Let us remember that every student pays a "Student Activity Fee" and that Student Government is in charge of spending this money. Therefore, every student already has a monetary investment within Student Government.

## Section 1: Funding Eligibility

In order to be eligible to request Student Government funding, a student organization must:

- A. Send at least one representative from their organization to attend the Student Government Semester Kick-Off Meeting.
  - a. Need to attend the Kick-Off Meeting each semester.
  - b. An individual may represent no more than three organizations.
- B. Submit the following documents at the Semester Kick-Off Meeting.
  - a. Letter of Validation from Advisor.
  - b. Up-to-date Constitution.
  - c. Roster of all active members.
- C. Indicate e-board position holders and include student ID numbers of all active members.
- D. Complete tasks required by Student Government to remain in good standing.
- E. Events must be open to ALL Trine students, advertised to ALL Trine students, and completely free for ALL Trine students to participate in.
  - a. No activity, fundraiser, or admittance fees shall be charged to Trine students for events funded by Student Government.
  - b. Event must be all inclusive for Trine students. There shall be no acts of excluding individuals or groups from an event funded by Student Government.

## Section 2: Request for Funding

The following steps are for submitting a request for Student Government funding:

- A. Blank budget request forms can be found on MyPortal, under the student tab, on the lower left pane and is listed as Student Government or on the Student Government website:  
<https://trine.edu/campus-life/clubs-organizations/student-government/documents.aspx>.
  - a. Fill the form out completely before presenting it to the Finance Committee.
- B. Budget request form requests specific information for conference/convention/competition funding including the registration deadline for event, number of attendees, spending breakdown per attendee, and anticipated outcomes of the event.
  - a. Organizations requesting funds for a conference/convention/competition will be required to complete these elements of the budget request form.
- C. **Budget requests must be submitted to the Student Government Treasurer ([studentgovernment@trine.edu](mailto:studentgovernment@trine.edu)) at least 14 calendar days before the scheduled event.**
  - a. Any budget request submitted past the deadline will not be considered.
  - b. Budget requests submitted for an event within 14 calendar days of the start of the semester will be at the discretion of the Treasurer on whether it is heard.
- D. **Submitted budget requests over \$100 must be presented in-person during a Finance Committee meeting by an organization representative.**
  - a. Each organization requesting funding is allotted 15 minutes to present their budget request to the Finance Committee.
  - b. The Finance Committee is allotted 10 minutes to ask questions regarding the request following the presentation.
- E. Finance Committee meetings occur immediately after the Student Government general body meetings (unless otherwise specified by the Treasurer during the general meeting). Student Government General Body Meetings are held every Monday at 6:30 PM, in Best Hall 221.
  - a. Budget requests not presented during a finance committee meeting will be at the discretion of the Treasurer as to whether it will be processed.

- b. Whomever submits the budget request to the Finance Committee will be required to give a brief summary of the event, projected number of attendees, and the items for which funding is being requested. They must also answer any questions posed by the Finance Committee.
- F. Budget request approval status will be communicated by the Student Government Treasurer to the individual listed on the budget request no later than 5 business days after the date the budget request was submitted.
  - a. Submitting a budget request does not guarantee it will be approved.
- G. The organization will be required to submit a flyer for any approved campus event, in digital format, to the Student Government Treasurer within 48 hours of the budget request being approved.
  - a. The event flyer must possess the organization name, time, date, and location of the event.
  - b. It must be formatted in landscape view (1920x1080px).
  - c. Must have the Student Government logo placed visibly on it (logo can be found under the Student Government tab on MyPortal).
- H. Any and all budget requests submitted after May 1st for summer funding will not be granted.
- I. Once a budget request has been approved, the amount requested cannot be changed without going through the entire process of submitting a new budget request.

### **Section 3: Travel Requests**

- A. Travel budget requests must be submitted to the Student Government Treasurer (studentgovernment@trine.edu) at least 30 calendar days before the travel date.**
  - a. Any travel budget requests submitted past the deadline will not be considered.
- B. Travel budget requests must be presented in-person during a Finance Committee meeting two separate times by an organization member.**
- C. First meeting the organization must prepare:**
  - a. Cost Breakdown. (Refer to Section 5 Travel Fund Spending Categories)
  - b. Advisor Approval Letter.
  - c. Benefits of trip to organization and or Trine University.
  - d. Fundraising ideas.
- D. Second meeting:**
  - a. Schedule a second meeting at least 10 days before the travel date.
  - b. Discuss outcome of fundraising ideas.
  - c. Determine purchase options.

### **Section 4: Receiving Reimbursements**

The following steps are for receiving a reimbursement for an approved budget request:

- A. Purchases using the SGA Purchasing Card**
  - a. A Student Government credit card can be obtained at the office of the Assistant Director of Student Leadership.
  - b. The purchasing card and receipt must be checked out on a form in the office of the Assistant Director of Student Leadership.
  - c. The card should be returned within **3 hours** after checkout or face receiving a hearing with the Oversight Committee.
  - d. If using the Student Government credit card, sections C-E are the same.
- B. Purchases Not Using the Student Government Purchasing Card**

- a. Reimbursements will be granted **after**, not before, the event has occurred.
  - b. Retroactive funding requests will not be considered.
  - c. Items purchased prior to event approval will not be reimbursed.
  - d. Reimbursement will match the requested amount on the budget request.
  - e. Items not included in the original budget request will not be reimbursed.
- C. Submit expense reports, with receipts, to the Student Leadership Office
- a. Expense report with receipts must be submitted within **10 days** after the scheduled event date.
  - b. Blank expense report forms can be found on MyPortal, under the student tab, on the lower left pane and is listed as Student Government.
  - c. Fill the form out before submitting it to the Student Leadership Office.
- D. Attach all receipts for items that were listed on the budget request to the expense report.
- a. Items not listed on the budget request will not be reimbursed.
  - b. **Only original receipts will be accepted.** Do not submit photocopied, scanned, or fake receipts.
- E. Failure to Submit Expense Report
- a. Receipts not submitted within the **10-day** time span will result in the forfeiture of the full reimbursement amount.
  - b. Contact the Assistant Director of Student Leadership or the Student Government Treasurer to request an extension of the expense report deadline.
  - c. Approval of an extension is up to the sole discretion of the Assistant Director of Student Leadership and the Student Government Treasurer.
- F. Reimbursement Checks
- a. Checks can be made payable to either the organization, requestor, or other.
  - b. Checks will either be mailed, be available for pickup at the business office, or transferred to an individual school account.
  - c. The Business Office will send an email to the email address listed on the expense report once the check is ready to be picked up.

## **Section 5: Funding & Event Restrictions**

- A. Funding will not be granted for senior design projects or senior design presentations.
  - a. Funding will not be granted for reoccurring general organization meetings.
- B. Student Government Finance Committee reserves the right to restrict funding. Simultaneously scheduled events may be declined by the Finance Committee.
- C. Purchasing alcohol, drugs, or other illegal substances, with Student Government funding is strictly prohibited.
  - a. Infringement of this rule will result in the forfeiting of all the organization's outstanding budget requests, indefinite suspension of Student Government funding, and any additional judicial sanctions determined by the Oversight Committee.
- D. Alcohol, drugs, or other illegal substances cannot be present at an event funded by Student Government.
  - a. It is the job of the organization requesting funding to enforce this restriction.
  - b. Infringement of this rule will result in the forfeiting of all the organization's outstanding budget requests, indefinite suspension of Student Government funding, and any additional judicial sanctions determined by the Oversight Committee.

E. Student Government Funding Requests

- a. Student Government must go through the same process of submitting a budget request in order to receive funding. Funding for the Student Government shall be determined by the Student Government President and Treasurer.
- b. Student Government reserves the right to use the Student Government budget how they see fit and are not restricted to the breakdown below.
- c. The Student Government Finance Committee reserves the right to approve additional funding for the general outlined funding breakdown listed below.

<b>All Recognized Student Organizations Funding Breakdown</b>	
All recognized student organizations can request money from the Student Government to aid in the success and growth of the organization. Funding will be allocated from the total budget and the funding will be allocated on a first-come, first serve basis. Organizations are encouraged to request funding early for large campus events or travel.	
<b>Each Student Organization's Spending Cap is \$2,000 for the Academic Year</b>	
<b>Funding Allocation Description</b>	<b>Total</b>
Student Organization Campus Event Fund	\$30,000
Student Organization Travel Fund	\$8,000
Student Organization Start-up Fund* <i>*Must complete all SGA recognition requirements</i>	\$2,100 (up to 6 organizations per academic year)
Campus Free Food Events* <i>*CCH and participating greek organizations only</i>	\$10,000

<b>Student Organization Event Fund Spending Categories</b>	
<b>Approved Spending Categories</b>	<b>Amount per Funding Request</b>
Marketing/Promotions/Giveaways	\$300
Event Supplies/Equipment	\$600
Event Consumables	\$200
Entertainment/Rentals	\$600
Fundraising Events	\$200

<b>Student Organization Travel Fund Spending Categories</b>	
<b>Approved Spending Categories</b>	<b>Amount per Funding Request</b>
Event Registration	\$100 per person- up to 6 attendees
Transportation (airfare, bus/train ticket, or gasoline)	\$200 total

Lodging	\$100 per person- up to 6 attendees
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<b>Campus Free Food Event Fund Spending Categories</b>	
<b>Approved Spending Categories</b>	<b>Amount per Funding Request</b>
Weekly Free Food Events: Greek Life & CCH	\$350

