



STUDENT GOVERNMENT BUDGET GUIDELINES

Trine University Student Government

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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, who oversees the Finance Committee, to evaluate *budget requests* using the budget guidelines. The Student Government Senate votes on the approval of all *budget requests*. The Finance Committee is reserved the right to deny any *budget requests* that do 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. 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 Student Government Ambassador to attend the Student Government semester kick-off meeting.
 - a. An individual may represent no more than three organizations.
- B. Submit the following documents.
 - a. Letter of Validation from Advisor.
 - b. Roster of all active members.
 - c. Constitution and bylaws
- 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. Events 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. A blank *budget request* can be found on the Student Government website:
<https://trine.edu/campus-life/clubs-organizations/student-government/documents.aspx>
 - a. Fill the *budget request* out completely before presenting it to the Finance Committee.
- B. ***Budget requests must be submitted to the Student Government Treasurer (SGTreasury@trine.edu) at least 7 business days before the scheduled event.***
 - a. Any budget requests submitted past the deadline will not be considered.
 - b. Budget requests submitted for an event within 7 business days of the start of the semester will be at the discretion of the Treasurer on whether it is heard.
- C. ***Submitted budget requests exceeding \$200 may be subject to review with a Finance Committee member during a scheduled meeting.***
 - a. Organizations will receive a selection of available meeting times to discuss their budget request with a Finance Committee member. Meetings can be conducted either in person or virtually, depending on the organization's preference.
 - b. The organization representative meeting with a Finance Committee member will be required to provide a brief summary of the event, including the projected number of attendees and the specific items for which funding is requested. They must also be prepared to answer any questions posed by the Finance Committee member.
- D. *Budget requests* that have been reviewed with a Finance Committee member will be presented for voting by the entire Finance Committee during the Finance Committee meetings, which are held every Monday at 8:00 AM.
 - a. An organization representative is not required to attend the meeting. The Finance Committee member meeting is intended to ensure that the process is smooth and that the representative's attendance at the Finance Committee meeting is not necessary.
 - b. If a meeting is canceled or does not occur on a scheduled Monday, the budget request will be presented at the next available meeting. Alternatively, an impromptu voting session may be arranged to ensure timely consideration of the budget request.
- E. *Budget request* status will be communicated by the Student Government Treasurer to the individual listed on the *budget request* no later than 24 hours after the time the *budget request* was decided.

- a. All budget requests submitted to the Finance Committee are subject to evaluation and are not assured of approval. The Finance Committee reserves the right to table or deny requests based on its review and deliberation.
- b. Any and all budget requests submitted after **May 1st** for summer funding will not be granted.
- c. 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 (SGTreasury@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 scheduled for review with the Student Government Treasurer. Organizations are required to arrange a meeting with the Treasurer to discuss their request.
 - a. The decision process will follow the same procedure as a normal *budget request*.
- C. Meeting the organization must prepare:
 - a. Cost Breakdown. (Refer to Section 5 Travel Fund Spending Categories)
 - b. Advisor Approval Letter.
 - c. Benefits of the trip to organization and or Trine University.
 - d. Fundraising ideas.

Section 4: Receiving Reimbursements

- D. Purchases using the Student Government purchase card.
 - a. The Student Government purchase card can be obtained in the Office of Student Services.
 - b. The Student Government purchase card must be checked out on a form in the Student Government office located in Student Services.
 - c. The card should be returned within 3 hours after checkout or face receiving a hearing with the Oversight Committee.
- E. Purchases not using the Student Government Purchase Card. (Reimbursement)
 - a. Reimbursements:
 - i. Reimbursements will be granted **after**, not before, the event has occurred.
 - ii. Retroactive funding requests will not be considered.
 - iii. Items purchased prior to event approval will not be reimbursed.
 - iv. Items not included in the original *budget request* will not be reimbursed.
 - b. Amazon and gift card purchases:
 - v. Amazon and gift card purchases must be completed by the Student Government Treasurer.
 - vi. Purchases only require a submission of the expense report. No receipt(s) needed.
- F. Submit *expense report*, with receipt(s), to the Student Government Office located in Student Services or email to Student Government Treasurer (SGTreasury@trine.edu)
 - a. Expense report with receipt(s) must be submitted within 5 business days after the purchase date.
 - b. A blank *expense report* can be found on the Student Government website:
<https://trine.edu/campus-life/clubs-organizations/student-government/documents.aspx>
 - c. Fill in the *expense report* before submitting it to the Student Government Office or email.
- G. Attach receipt(s) for items that were listed on the *budget request* to the expense report.
 - a. **Only original receipts will be accepted.** Do not submit photocopied, scanned, or fake receipts.

H. Failure to submit *expense report*.

- a. Receipt(s) not submitted within the **5 business day** time span will result in the forfeiture of the full reimbursement amount.
- b. Contact the Student Government Treasurer to request an extension of the deadline.
- c. Approval of an extension is up to the sole discretion of the Student Government Treasurer and Finance Committee.

I. 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.
- B. Funding will not be granted for reoccurring general organization meetings.
- C. Funding will not be granted for organization apparel unless free and available to all students.
- D. The Student Government Finance Committee reserves the right to restrict funding. Simultaneously scheduled events may be declined by the Finance Committee.
- E. 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.
- F. 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.

Student Organization Travel Fund Spending Categories	
Approved Spending Categories	Amount per Funding Request
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

Section 6: Student Government Funding

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

All Recognized Student Organizations Funding Breakdown	
All recognized student organizations can request money from the Student Government to aid in the success and growth of the organization. Organizations are encouraged to request funding early for large campus events or travel.	
Each student organization's spending cap is \$2,000 for the academic year.	
Funding Allocation Description	Total
Student Organization Campus Event Fund	\$21,000
Student Organization Travel Fund	\$12,000
Student Organization Start-up Fund* <i>*Must complete all SG recognition requirements</i>	\$2,100 (up to 6 organizations per academic year)
Campus Free Food Events* <i>*CCH and participating Greek organizations only</i>	\$15,000

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