Guidelines for Distribution of
Newman University Student Government Association Funds

Approved April 19, 2016

1. Purpose of the Funds
   a. The Student Government Association has a separate fund from its operating budget which was created as a source of funding to help registered student clubs and organizations, with little or no budget resources, plan and organize campus-wide events. The programs will be directed towards serving student programs or organizations and provide opportunities in areas such as education, spiritual, social, recreational and personal growth.

2. Funding Criteria
   a. Only registered student clubs and organizations may request funding. Registration takes place through Student Activities; see the Director of Student Activities for more information.
   b. Events that will not be funded include:
      i. Social events that are not open to the entire student body
      ii. Political activities purely partisan in nature
      iii. State or national dues
      iv. Scholarship gifts or awards
      v. Maintenance and operations not specifically related to the approved program
      vi. T-shirts for clubs
      vii. Funds requested from the SGA may not be used for the purchase of alcoholic beverages; however, this does not negate SGA’s ability to sponsor or help sponsor events in which alcoholic beverages are distributed as outlined in the university guidelines for events with alcohol. The funds must be used to cover other costs associated with the event.
   c. Any funds that remain unused after an event will revert back to the Student Government Association so that it may continue to provide funding to other groups.

3. Application Process
   a. Funding information is located on the Newman website under Life at Newman, in the Student Government Office, or the Dean of Students Office.
   b. Submission of a completed application for funding to the SGA President or SGA advisor must be done at least two weeks prior to the proposed event date.
   c. If the request is from a campus organization, the application will be reviewed at the next SGA senate meeting. One or more representatives from the group requesting funding must be in attendance at the Senate meeting to present the proposal to the SGA senate and to answer any questions that the senate may have.

4. The Voting Process
a. Funding requests will pass with a majority vote by the senate.
b. In the event of a tie within the senate vote, only then will the Vice-President have the opportunity to vote and break the tie.
c. The timing and topic of the resolution will be taken into account during the decision process.
d. After the presentation to the SGA senate, the representative of the group requesting funds must leave before discussion and voting commences. The Senate may decide to fund all, part of, or none of the proposed event.
e. The student club or organization will be notified of the decision regarding the proposed event, by the SGA President, within twenty-four hours of the decision being made.
f. Funding requests from a registered and SGA approved club that amounts to $200 or less may be approved by the Clubs Committee.
   i. The Clubs Committee Chair will notify the Senate of the Committee’s decision within a week of the decision being made.
   ii. If a Senator objects to such a decision, the request will be presented to the full Senate for approval at the next scheduled Senate meeting

5. Funding
   a. Clubs or organizations may not request funding for events retroactively.
   b. Only one request is allowed per event per club or organization.
   c. All event publicity should indicate the event was sponsored by both the SGA and the sponsoring group.
   d. SGA will fund Capstone/Thesis projects up to $100 with Senate approval.
   e. SGA will not fund NSP classes.

6. Post-funding Responsibilities
   a. A complete account of all money spent, along with all receipts must be submitted within one week after the event.
   b. Funds will not be adjusted for expenses in excess of approved funding.
   c. Any money spent in excess of the approved amount will be the responsibility of the student group.

7. Appeals and Finality of Decision
   a. If a group is denied funding, they will receive a detailed description, from the SGA President, explaining why the request was denied.
   b. If funding is denied, the group may contact the SGA President to schedule a second meeting to review the event application/proposal. If a group’s request is denied a second time, the proposal must be re-submitted.