**ASGBC Funding Guide AY22-23**

**Associated Student Government Budget Committee**

*Please read through the entirety of this document before beginning the steps to request funding.*

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# About ASGBC

The Associated Student Government Budget Committee (ASGBC) is a student-run committee that reviews requests from undergraduate student orgs. A portion from the student activity fee gets allocated to ASGBC and the committee allocates the funding based on the needs of the student organizations.

# General Info

* ASGBC meets most Tuesdays during Torero Hours (12:15pm-2:15pm) through the academic year. Location and schedule are available [here](https://www.sandiego.edu/associated-student-government/finance/budget-committee.php).
  + Attendance is by invitation only. If required to present, you will be invited after submitting a funding request.
* All requirements and forms must be met and completed *before* submitting a funding request
* Funding requests via Torero Orgs are due **at least 3 weeks prior to the date of the event**.
  + Please see the timelines below for more detailed information. Larger events or ones with special requirements will need to be requested earlier

# Steps to Request Funds

*The following must be done in the order listed*

1. Become a registered student organization
2. Submit an [EvR](http://reservations.sandiego.edu/EmsWebApp/)
3. Determine what funding category you will be requesting under (see: Funding Categories) & submit a funding request on [Torero Orgs](http://sandiego.edu/toreroorgs)[[1]](#footnote-0)
4. If your total request is $250 or more *and* not for a GBM you will need to have a representative present your funding request at an ASGBC meeting.[[2]](#footnote-1)
   1. All GBMs and all other requests under $250 do not require a presentation
5. Receive Funding Allocation
   1. Funding decisions will be emailed to requestor on Torero Orgs, typically within 48 hours of the last ASGBC meeting
   2. Information is also available on Torero Orgs
6. Access your funds (See: Accessing your funds section)

# 1 - Qualified Organizations

* Undergraduate clubs/organizations applying for funding must be an approved, registered organization.[[3]](#footnote-2)
  + Register or Re-register your organization by following the steps [here](https://www.sandiego.edu/involvement/student-orgs/club-registration/)
* Sports teams are **only** eligible to submit funding requests if they make it to the playoffs or regionals and have unforeseen expenses.

# 2 - EvRs (Event Registrations)

* EvRs are virtual event registrations
* To be eligible to receive funding from ASGBC, an EvR must be submitted for the event.
* In order to submit an EvR, you must complete the EvR training and be approved by the Student Affairs staff
  + The training can be found [here](https://forms.gle/P1aMiZpCVpApWnkr7)
* Only **undergraduate students** (no advisors or administrators) that are part of the organization can submit an EvR
* EvRs must be **submitted under the student organization's name**.

## Latest Times to Submit EvRs[[4]](#footnote-3)

* Due 3 weeks in advance:
  + On-campus events
  + On-campus meetings with additional services/components (guest speakers, food over $1000, minors in attendance, etc.)
    - If any one food vendor is over $1000, we strongly recommend submitting an EvR and request to ASGBC at least 2 months in advance
* Due 2 weeks in advance:
  + Virtual meetings/events
  + Off-campus events
* Due 1 week in advance:
  + Simple meetings (meetings that only require a room reservation and have no additional components, like a GBM).

# 3 - Funding Categories

* *Please keep in mind that ASGBC uses its discretion to fund student organizations and requesting money does not guarantee funding.*
* *All purchases* ***must follow the Sustainable Purchasing Guidelines****, which can be found* [*here*](https://docs.google.com/document/d/1-sleptlyY_3KB0fPlEab2vqWfqbLh6NqJ2MB0M-CQaM/edit?usp=sharing)*.*

| Type | Funding Info |
| --- | --- |
| General Body Meeting (GBM) | GBMs are organization meetings that are *open to the entire student body*.   * Orgs can be allocated a maximum of $6 per person registered on Torero Orgs for food   + A $1 increase per person for food ($7) can be allocated if purchased from local, small business, and/or BIPOC owned vendors.   + However, **requests must be in line with expected attendance**. For example, if you have 60 members but reasonably expect 30 people to attend a GBM, you should only request food for 30 people. * Orgs may initially request a max of 4 meetings per semester and then once all funds are used, an additional 3 may be requested. GBM funds do NOT roll over between semesters. * Student organizations submitting funding for GBMs will be guaranteed a minimum of $80 for food regardless of member count on Torero Orgs * Student organizations with **65 members or more** must track their General Body Meeting attendance utilizing Salesforce CRM. (iPad and card reader are available in the Creative Zone - SLP302) * Student organizations with **less than 65 members** must submit a photo of their sign-in sheet   + It will be submitted either with the GBM reimbursement paperwork or with the ASG credit card receipt |
| Events Open to the Entire Student Body | These are non-GBM events open to the Entire Student Body   * There are no restrictions on the amount that can be requested or funded for items other than food and entertainment. * A maximum of $10 per person for food and entertainment can be allocated per event.   + A $1 increase per person for food ($11) can be allocated if purchased from local, small business, and/or BIPOC owned vendors |
| Merchandise and Marketing | * When requesting funding for marketing materials/merchandise, please provide a mock-up picture of the item with your request. If your materials include the USD logo, please be sure to only source from an [approved vendor](https://docs.google.com/document/d/1yudIP-18TqCcBNFMquJHiS8e4zO1h1GR4OzIsO3TLKU/edit?usp=sharing). * No student organization that levies a due or membership fee will be permitted to submit a funding request for marketing purposes.   **Merchandise**  Examples: stoles, swag, merchandise, and apparel.   * 1 marketing/merchandise item (up to $15/person per academic year for each organization.   + Organizations can make up to 1 additional request per semester if they would like to request funding for graduation stoles and cords. However, these requests would still need to be within the overall $15 max per person per year. * Merchandise can be purchased for active current members only.   **Marketing**   * This marketing category is intended for the Alcala Bazaar only * Funds can only be requested within the first 4 weeks of each semester. The maximum amount that can be allocated is $75 per semester * We recommend using these funds for sustainable, long-lasting items   + Ex: reusable branded tablecloths, signage * Money cannot be requested for meal-like food items (ex. pizza, sandwiches) but can be requested for smaller low-cost food items (ex. candy, cookies) at ASGBC’s discretion |
| Philanthropic Events | Philanthropic events are focused on charitable acts or other good works for a specific cause. Unlike fundraisers, their primary purpose is not to raise money.   * Philanthropic funding does not require reimbursement of funds to ASG. * Funds may only go to the event and cannot go directly to the philanthropy. |
| Fundraisers | Fundraisers are events that have the primary purpose of soliciting voluntary donations for a charity or organization   * ASGBC will grant money for fundraisers to occur only in the capacity that ASG be refunded their total amount by the end of the semester. |
| Conventions, Conferences and Retreats | * Registration fees can be fully funded, at the lowest plausible rate, per the discretion of the Budget Committee. * Travel and food costs will not be funded. Food costs may only be funded in the case it is included in the registration fee. * Lodging may not exceed $50 per person. * To receive funding for a retreat, the organization must provide details regarding retreat information costs and turn it in along with the Budget Committee application 3 weeks in advance. * ASGBC does not fund conferences that coincide with mandatory educational department obligations (for example, if attendance at a conference is required by a minor or certificate program). * Conference funding will only be allocated for undergraduate students. |
| Educational Activities | On or off campus activities with the main focus of educational enrichment. Examples: museum visits, film festival, guest speakers)   * Off-Campus: $0-$10 per *person* can be allocated. * On-Campus: $0-$500 per *event* can be allocated. |
| Recognition Events | Examples: dinners, luncheons, and banquets.   * Allocated up to $10 per undergraduate student in attendance if payment is necessary for the student to attend. |
| Community Outreach Events | * Less than 25% of the total Budget Committee allocation from the Finance Committee will be awarded for outreach events. |
| Reimbursements / Retroactive Funding Requests | This section is applicable for purchases made with personal funds   * ASGBC **does not recommend** paying for any items with the expectation of reimbursement as reimbursements are **never** **guaranteed** and cannot be promised * These requests must be made **no more than 30 days after the event occurs**. * Conferences and retreats will **not** receive retroactive funding. * Conference or retreat requests should be made at least 2 weeks in advance |

## Funding Notes

* All requests over $10,000 must be voted on by ASG Senate. Requests will first go to ASGBC who will then make a recommendation to Senate.
  + You may be required to present again at ASG Senate, in such a case that will be communicated to you
* Strictly social gatherings will not be allocated funding.
* Any requests for expenses other than events will be evaluated on a case-by-case basis.
* Money may not be allocated for any gift giveaways, alcoholic beverages, or any drug-related items or paraphernalia. Receipts for alcohol and such gifts will **not** be honored.
* The *only* situation in which gift fees will be granted is for a Speaker who did not receive an honorarium. This gift may not exceed $25.

# Food Policies

* Organizations must follow all current USD health and otherwise applicable guidelines.
* Food from off-campus vendors must be purchased from a vendor on the [approved vendors list](https://docs.google.com/document/d/1zlxU_j32Jgj9xISqOT9kEH8c1j_3Jo1vxbhwrpRo7GE/edit).
  + This includes delivered food and picked up food - all food must be from an approved vendor
  + If you would like to have a vendor approved please contact the [Student Org Events Panel](https://www.sandiego.edu/involvement/event-registration/student-org-events-panel.php)
* If an organization plans to **spend $1000 or more on food** (including approved vendors), a representative from the club will be **required to visit the** [**Student Org Events Panel**](https://www.sandiego.edu/involvement/event-registration/student-org-events-panel.php) for further information on this approval process.
  + We strongly recommend visiting the Panel at least 2 months in advance of your event

# 4 - Submitting A Request

* ASGBC meets most Tuesdays during the academic year. Please submit funding requests by Friday at 8am if you would like your funding request to be reviewed for that following Tuesday. Requests submitted **after 8am on Friday will not be reviewed until the Tuesday following next (2 weeks later)**.
* The committee **will only review one funding request per event**. Please ensure that the funding request you submit for an event is comprehensive of all aspects needed to be funded as the committee will not review additional requests for the same event.

# 5 - Accessing Your Funds

*Once your ASGBC funding request is approved, there are several ways you can access the funds.*

* ASGBC *strongly* recommends taking a photo of any any all receipts for purchases.

**ASG Credit Card**

* To pay for items using the ASG credit card, please fill out an [ASG Credit Card Request Form](https://forms.gle/DmKn3Y61BW83Wz5S7) and then stop by SLP 308 to meet with an Involvement Consultant (ICs) to make your purchase.
  + [Involvement Consultants](https://www.sandiego.edu/involvement/get-involved/involvement-consultants.php) are available Monday-Thursday from 9:30am-7pm and Fridays from 9:30am-5pm. You can also contact the ICs at [usdinvolvement@gmail.com](mailto:usdinvolvement@gmail.com) with any questions you may have.
* The credit card can only be used to purchase goods, delivered or picked up food, and gift cards.
* The credit card cannot be used to pay for services (DJs, professional speakers, food service, etc.)
* **Gift card can be a maximum of $25 per person**
  + **All gift cards must be purchased using a university credit card**. Gift cards purchased using individual funds are not eligible for reimbursement.

**Reimbursement**

* To submit a reimbursement request, please complete [this form](https://usd.tfaforms.net/218477%20).
* A list of required back-up documentation is available in the bottom portion of the form.
* Back-up documentation *must* be submitted through the form – pictures of receipts are acceptable.
* Gift cards purchased using personal funds are not eligible for reimbursement.
* Reimbursements typically take 3-4 weeks for processing.

**Pay Vendor Via Check**

* To submit a check request, please complete [this form](https://usd.tfaforms.net/218477%20).
* A list of required back-up documentation is available in the bottom portion of the form.
* Back-up documentation *must* be submitted through the form.
* Checks typically take 10-14 business days for processing.

**Journal Entries/Department Transfers**

* Journal entries are not encouraged.
* If you are working with an on-campus department, please have them reach out to Madeline Kreig (mkreig@sandiego.edu) prior to expending the charges, so they can charge the ASG grants budget directly.

# Other Information

* If you would like to appeal a Budget Committee decision, please fill out the [ASGBC Appeal Form](https://docs.google.com/forms/d/e/1FAIpQLSd9TLHZtA_0Yk-GRglPQFfWL4kvtFa941FJSFNWR-O3gP5f0w/viewform?c=0&w=1).
* Funds that are granted to a club/organization that are not used by that group revert back to the general budget of the Budget Committee.
* **All items purchased using ASGBC funds are the property of ASGBC**. Clubs must report where they plan to store all items purchased (storage must be on campus). ASGBC has the right to request the use of these items at any time.
* All **receipts** for monies paid out **are to be returned to the Controller within 14 days of the funded event**. Non-compliance and failure to do so may result in a denial of reimbursement or removal of funding privileges.

Can’t find a form or link? Sign in to the [EMS website](http://ems.sandiego.edu/EmsWebApp/) and look at the left sidebar for more resources.

Questions? Contact [asgfinance@sandiego.com](mailto:asgfinance@sandiego.com)

Ashley Jabro, *Finance Chair*

Jordan Olhava, *Controller*

updated as of September 7, 2022

1. For a detailed guide on how to apply for funding check out [this video](https://www.youtube.com/watch?v=temAZYF_8zY&t=1s) [↑](#footnote-ref-0)
2. You will be invited to a specific meeting after submitting a request [↑](#footnote-ref-1)
3. According to ASG Constitution via Senate approval [↑](#footnote-ref-2)
4. Please note that submitting for ASGBC funding should be done at least 3 weeks before the event. This EvR time listing includes events that do not require ASGBC funding [↑](#footnote-ref-3)