



Student Group and Course Union Funding Guidelines

For USSTM VP Finance & Funding Request Committee

CREATED WINTER 2024

1. The Student Group and Course Union Funding Guidelines shall be accessible to Student Groups and Course Unions before SGLR of the new school year.
2. ALL Student Groups and Course Unions ratified under USSTM must email the VP Finance (vp.finance@usstm.ca) two (2) documents: First, a clear, detailed Excel spreadsheet of their budget request. Our [sample template](#) is available for ease of reference. Second, a video explainer discussing the event descriptions and additional reasoning for the proposed expenses. A [sample video](#) is available for ease of reference. No time limit is required.
3. Student Groups and Course Unions must submit their Fall budget by **August 20th** as detailed in USSTM Financial Documents. Winter budgets are due upon the chosen date of VP Finance. Alternatively, Student Groups and Course Unions may simultaneously submit their entire budget (Fall and Winter) on August 20th.
4. The VP Finance must send a confirmation email to the Student Group or Course Union if they have received it and forwarded it to the Funding Request Committee for review. All requests must produce a decision within **7-10 business days (excluding weekends)**; additional questions may be asked by the Funding Request Committee, which could extend the time of making an official decision.
5. An **individual (1) event** that requires equal or more than \$2000.00 in funding must be forwarded to the following USSTM Board of Directors meeting for approval. Requests and presentations will have a 5-minute time limit, and will participate in a Q&A session afterwards. A decision will be made and delivered via email within 48 hours.
6. A **total budget (2+ events)** requiring over \$2000.00 does not have to be forwarded to the USSTM Board of Directors and will normally be decided by the Funding Request Committee. However, if the Board of Directors is inclined to review the budget for reasonable purposes, a decision will be made and delivered via email within 48 hours.
7. The VP Finance will consider all the feedback from the Funding Request Committee and email the final decision on the amount of funding approved. The VP Finance is not obligated to disclose any members of the Funding Request Committee until the end of the academic year.
8. USSTM has an internal reimbursement process will be explained by the VP Finance, along with the [INTERNAL Cheque Requisition Form](#). All receipts from the approved budget must be submitted before the end of the academic year to be eligible for reimbursements; otherwise, they will be considered void.