

*Alternate Funding Guide  
2013*



# PURPOSE



This document is a revised version of the previous renditions of the Undergraduate Assembly (UA) and Student Activities Council's joint Alternate Funding Sources Guide. Its purpose is to offer University of Pennsylvania undergraduate students and student groups a compiled list of recent and up-to-date funding sources for events and programming. Part of the greater purpose of this document is to allow for student groups with unmet funding needs a chance to obtain funds that could allow the group to have a positive impact on Penn's campus, or improve the undergraduate experience of students. Most recently, due to the increased growth in facilities costs for student groups, among other things, the Student Activities Council (SAC) has implemented a student group recognition moratorium, meaning that new student groups are unable to be recognized by SAC for SAC funding.

This guide hopes to allow all student groups the chance to obtain funding from various sources by guiding them in the right direction. This document will highlight the newly implemented Common Funding Application (CFA) , which allows students to apply for group funding from various sources all at once, from the groups that are a part of it. As such, the Common Funding Application encourages groups to seek funding simultaneously from the partnered sources.

The additional funding sources unaffiliated with the CFA included in this document will be organized into three categories: Student Funding Boards, Academic & Administrative Funding Sources , and Additional Suggestions. Within each of these three categories, funding sources are listed in the order in which groups should seek them out, given that the group seeking funds meets the funding criteria for that particular source. There is no order of preference assigned to the three categories (i.e. groups do not have to exhaust all funding sources in the "Student Funding Boards" category before moving to sources in the "Additional Suggestions" category).

Both the Undergraduate Assembly and the Student Activities Council encourage groups to seek funding simultaneously from sources listed in each of the three categories. While we recognize that this document is not an exhaustive list of all available funding sources, we believe it is an excellent starting point for student groups in search of potential funding sources.

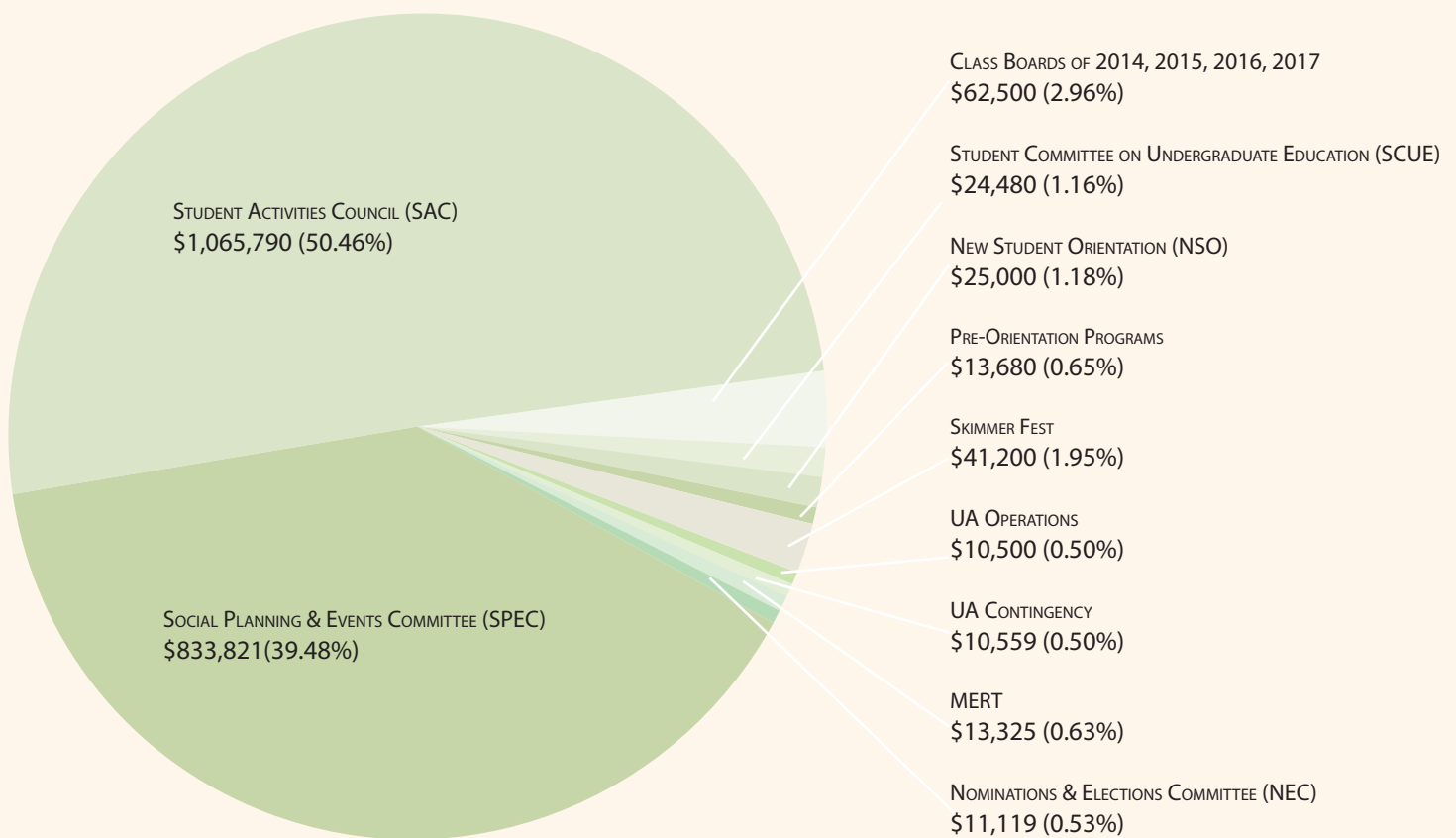


# TABLE OF CONTENTS

BACKGROUND .....	4
COMMON FUNDING APPLICATION.....	5
SPEC CONNAISSANCE, FULLY PLANNED, SPEC-TRUM, T-CHANGE .....	6
FAITH FUND, ICF, SSAP, UMC.....	7
UA CONTINGENCY .....	8
STUDENT FUNDING BOARDS .....	9
SAC, PASS, ESAC, WHARTON COUNCIL .....	10
ACADEMIC & ADMINISTRATIVE FUNDING SOURCES .....	11
VPUL, GAPSA.....	12
PENN GREEN, CHAS, FOX LEADERSHIP, PROVOST’S OFFICE, ACADEMIC DEPARTMENTS .....	13
ADDITIONAL SUGGESTIONS.....	14
CREDITS .....	15

# BACKGROUND

Every year, the UA receives a budget allocated by the University of Pennsylvania Board of Trustees. When this first began in the 1960s, the Trustees determined a fixed amount each year which to give to the UA. Several years later, it was codified by University administrators that this fixed amount would increase each year by the same amount that the General Fee increases by. This trend has continued on to this day, and at the present time, the UA received \$2,111,975 for the 2013-2014, to distribute amongst all the branches of Penn Student Government for the upcoming year.



Once the UA receives its estimated budget for the upcoming academic year, the actual distribution is done in a two-step process: the Budget Committee issues a recommendation after meeting with all Penn Student Government branches and stakeholders (with the exception of SAC, which is given an amount that remains after all the other branches have been funded first); this recommendation is then considered by the entire UA in a lengthy public process that culminates in a Budget Decision Meeting where the UA at large can amend the Budget Committee's recommendation before a final vote. Ultimately, once the budget is approved, the budget becomes the money that funds Spring Fling, major speakers, Hey Day, Sophomore Skimmer, and, of course, every recognized student group on campus through SAC.





# COMMON FUNDING APPLICATION

Want to receive funding from more than one resource? The Common Funding Application, created by the UA and Penn Apps Labs in 2011, is an easy online application that allows your student group to request funding from several sources at the same time. The Common Funding Application saves you time, resources, and can introduce you to funding avenues you may not have known about! Making an account is real simple! Go to <http://cfa.pennapps.com> !



# COMMON FUNDING APPLICATION SOURCES

## SOCIAL PLANNING AND EVENTS COMMITTEE (SPEC)

<http://specevents.net>

The Social Planning and Events Committee welcomes co-sponsorships from student groups across the undergraduate university community. We believe that helping plan and finance a wide array of campus events hosted by diverse organizations can only help to enrich the social and cultural options available at Penn. SPEC has several different types of co-sponsorships available for all types of events. Please note that requests for co-sponsorships must be received no later than three weeks prior to the event; SPEC does not guarantee funding for any co-sponsorship request.

### CONNAISSANCE

If your group is looking to bring a speaker to campus on any issue, you may submit a co-sponsorship request to the Connaissance committee. Expenses for honoraria, travel and lodging are commonly funded by Connaissance. The Connaissance directors will contact you with a time to present your request to the committee at large.

### FULLY PLANNED

If your event is entertainment, social or social / cultural, is not a charity event and you have a SOLID PLAN of what you want to do but lack funding, your best source of funds is SPEC Fully Planned. The requirements entail that all costs are known, the facilities are set, the other sources of funding are finalized, etc. Fully Planned does not fund meals, gifts, receptions, or donations. In general, it is expected that the sponsoring organization develops the program and the budget and SPEC provides the funding.

NOTE: All groups receiving Fully Planned Funding are eligible to receive SPEC Sound's services at no cost (subject to availability and SPEC Sound's standard procedures). If you are requesting Sound services, please email [sound@specevents.net](mailto:sound@specevents.net) prior to presenting to Fully Planned, so that the committee has a better understanding of what Sound would be providing. For more information regarding SPEC Sound, please read SPEC Sound's Operational Policy Manual.

### SPEC-TRUM

a.k.a SPEC To Represent Undergraduate Minorities, offers organizational assistance and financing assistance to groups hosting events serving the multitude of minority interests on campus. Events that have received co-sponsorship funding in the past include UMC's Unity Week, CariFest, MLK Scholars Weekend, Asian-Pacific Heritage Week, and QPenn.

### GENERAL EVENT CO-SPONSORSHIP

You may also wish to co-sponsor a group with any of our other committees: Art Gallery, Concerts, Spring Fling, Jazz & Grooves, Film, and Special Events. Co-sponsorships by these committees are more flexible; they can often take the form of planning assistance rather than funding. To inquire about co-sponsoring an event with one of these committees, contact the directors of the committee on the SPEC website.

## TANGIBLE CHANGE (T-CHANGE)

[tchange@dolphin.upenn.edu](mailto:tchange@dolphin.upenn.edu) | <http://www.dolphin.upenn.edu/tchange/>

Tangible Change was formed in 1999 to allow student leaders to come together and create events that enliven the Penn community. The committee aims to foster community-building within the University's undergraduate population by funding collaborative events that promote interaction among disparate audiences.

Unlike other campus funding sources, Tangible Change receives its funding directly from the Vice Provost for University Life. Because of our direct affiliation with VPUL, we have both more discretion in our funding decisions and freedom from the political mandates imposed

by student government groups. If your event is one that brings together at least two groups who normally do not collaborate with each other and is not a speaker event, you may apply to Tangible Change for funding. Events must be non-alcoholic and non-fundraising that cater primarily to undergraduates. One unique aspect about T-Change is that it is one of the few organizations that does fund food expense. In the 2011-2012 academic year, Tangible Change awarded over \$40,000 to more than 33 events.

## FAITH FUND

[upenn.faith.fund@gmail.com](mailto:upenn.faith.fund@gmail.com)

<http://www.upenn.edu/chaplain/studentorgs/faithfund.html>

Established in 2010, the Faith Fund provides both event-specific support for activities that consider religious and spiritual themes and non-event based support for religious and spiritual organizations. Religious and non-religious Penn student organizations are eligible to apply for event funding. The Fund is administered by the Office of the Chaplain and funding decisions are made by a representative student group convened by PRISM, Penn's interfaith and student religious life leadership organization.

When applying for Faith Fund on the Common Funding Application, plan ahead! Faith Fund meetings are held twice each month. For event funding you must present to the Faith Fund at least 5 days prior to your scheduled event.

## INTERCULTURAL FUND (ICF)

[interculturalfund@gmail.com](mailto:interculturalfund@gmail.com)

Composed of Penn's six minority coalition groups – Asian Pacific Student Coalition (APSC), Lambda Alliance, Latino Coalition, Penn Consortium of Undergraduate Women (PCUW), UMOJA and the United Minorities Council (UMC) – the Intercultural Fund administers \$17,500 per semester (\$35,000 total) to undergraduate programming and events on campus that are either sponsored by or affiliated with one of the minority coalition groups.

The mission of the Intercultural Fund is to enhance student life at Penn by supporting events that break boundaries, celebrate our diversity, and provide forums for underrepresented communities to express themselves. Funding has been provided to these six Managing Coalitions by VPUL, with the ICF Board given authority to allocate the funds as it sees fit. The six-member ICF Board consists of either the Finance Chair, Treasurer or another non-Chair or non-Vice Chair of each of the six Managing Coalitions.

The ICF adheres to the following guidelines:

- The Intercultural Fund aims to foster cross-community building through collaborations between student organizations affiliated with the Campus Resource Centers (mentioned above). The focus and content of such collaborations should be diverse, attracting audiences that would not naturally associate with each other. Collaborating organizations are expected to be equal partners in the planning of the programming. Co-sponsorship in name only does not indicate significant collaboration.
- Among the collaborating organizations there must be at least two student groups that are collectively associated with at least two different cultural centers.
- The Intercultural Fund highly considers the originality and creativity of a proposal during its review. However, already existing events that foster intercultural collaboration congruent with the ICF Mission will also be considered.

- The Intercultural Fund considers the content, scope and impact of a proposal during its review, specifically, how these factors directly relate to the student community. Furthermore, simple preference is given to large-scale events.

- The Intercultural Fund reserves the right to review line-item budgets of all submitted proposals and to include this review in its decision. Budget items will be reviewed for “need” versus “want” status.

- All publicity and / or programming materials for the event (co) sponsored by the Intercultural Fund must bear the Intercultural Fund name and logo.

- Intercultural Fund does not fund events at which alcohol is present, sectarian activities, or fundraising events, as appropriate with VPUL guidelines.

- Intercultural Fund does not fund retroactively.

- Applications must be submitted at least three weeks prior to your group's event.

## STUDENT SUSTAINABILITY ASSOCIATION AT PENN (SSAP)

<http://ssapenn.weebly.com/>

As the official student sustainability umbrella group on campus, Student Sustainability Association at Penn (SSAP) was founded in 2010 to foster cohesion among environmentally-focused student groups, develop strategies for impacting campus sustainability, and to create a unified student voice on green issues at Penn. As the student environmental community has grown immensely since the 2009 launch of Penn's Climate Action Plan, SSAP helps to foster increased collaboration among the 20+ student environmental groups on campus and between students, staff, and faculty working on environmental issues.

SSAP is awarded \$3,000 annually from Green Campus Partnership, a department of Facilities and Real Estate Services. SSAP provides funding to its constituent groups as well as to events that incorporate some facet of environmental sustainability.

## UNITED MINORITIES COUNCIL (UMC)

[unitedminoritiescouncil@gmail.com](mailto:unitedminoritiescouncil@gmail.com)

<http://unitedminoritiescouncil.org/>

The UMC strives to facilitate interculturalism and promote social justice at the University of Pennsylvania. Through civic engagement and community building, UMC advocates for minority students, coordinates cross cultural dialogue and hosts collaborative social and service events for the advancement of cultural understanding and the collective empowerment of our community

To apply for UMC funding, an event or program must either be or be working with one of UMC's constituent groups.

## UNDERGRADUATE ASSEMBLY (UA) CONTINGENCY

treasurer@pennua.org

Any undergraduate group can apply to UA Contingency if they feel their event or activity impacts a broad undergraduate constituency and they have exhausted other funding opportunities. All UA Contingency Fund requests are vetted by the Budget Committee and then sent to the General Body where they are approved or denied. This means that your application will need to be given to us at least a week in advance – so plan ahead!

UA Contingency does not fund retroactively.

Importantly, the UA will only consider Contingency Fund requests if your group has exhausted all reasonable other sources of funding – it is the ultimate fund of last resort.

Below are the guidelines that the Budget Committee will use in considering contingency requests. These guidelines represent different categories that the Budget Committee uses to evaluate each request. The items below are guidelines, rather than binding rules, so exceptions may be made. However, the Budget Committee will strive to adhere to these standards when making contingency decisions.

1. Discretionary Funds/Miscellaneous costs – the UA Budget Committee will not fund miscellaneous or discretionary funds for groups. We require a very detailed line-itemed budget request for all groups requesting funds. The more details that are provided the easier it will be for the Budget Committee to assess the request and make an educated recommendation to the body. Additionally, contingency for student government groups is specifically designed to cover expenses that were not accounted for or anticipated during the budgeting process.

2. Food costs – As a rule, the Budget Committee will not fund any food expenditures. However, the Budget Committee may be willing to fund part or all of such expenditures for an event which cannot occur without food.

3. Historical context – the UA budget committee will evaluate how well the event has done in the past. If previously funded by the UA, we will also look at how effectively the UA's money was allocated to the specific line items. Additionally, the budget committee will determine whether the UA's funds will help an event on the brink of success or whether the event is unpopular to the Penn student body. The UA will not commit to funding recurring events--no event should depend on UA contingency funding year in and year out.

4. Marginal utility – the Budget Committee will evaluate how much additional value UA funding will bring to the event. We want to maximize this marginal utility as much as possible.

5. Diversity in programming – since the UA is a representative

body of the entire student body, the budget committee should see programming geared toward a diverse group of students. While all funded events should be open to all undergraduates, there must be evidence of advertising and marketing to all facets of the Penn undergraduate population.

6. Necessity – the budget committee will fund items which are essential to the success of the event. We will ask the question of whether this event could take place without this item.

7. Applicants must demonstrate a good-faith effort to secure all reasonable sources of funding before submission of a UA contingency request. Please consult the Undergraduate Funding Sources Guide, available on the UA's website.

8. In accordance with university policy, the UA will make no donation to charitable organizations or causes.

9. The UA logo will be used on all publicity materials for events that we help fund. Failure to do so will result in forfeiture of funds.

10. The UA budget committee requests the submission of the group's current budget, especially the items which are specific to this event.

11. Authors of a proposed request should contact the UA Treasurer at least ten days before the request is to be voted on by the UA General Body.

12. The Budget Committee will not fund retroactively.

13. The Budget Committee will not fund organizations or events which lobby for a particular political party, candidate, or legislation.

14. The Budget Committee will not fund events which advocate for any religion or religious ideology.

15. If an event or conference allows non-Penn undergraduates to attend, the Budget Committee will only fund the variable costs of Penn undergraduate attendees. The UA can cover fixed costs in the proportion of the number of Penn undergraduates expected to attend over the total number of expected attendees.

16. While the UA commits to allocating funds before an event, these funds will not be accessible by groups until an event report has been submitted and approved by the Budget Committee. Such a report is accessible through the Common Funding Application.







# STUDENT FUNDING BOARDS

Separate from the groups included in the Common Funding Application, there are a number of student-run boards that provide student organizations with funding. Elected to these positions and granted money from the University, these student groups are charged with giving funds that are in line with their guidelines.

Check them out!

# STUDENT FUNDING BOARDS

## STUDENT ACTIVITIES COUNCIL (SAC)

<http://sacfunded.net/>

The primary funding organization on Penn's campus for undergraduate student groups is SAC - a branch of Penn Student Government.

Student groups that are currently SAC recognized apply for an annual budget, but in the case of unforeseen costs, they may submit a Contingency Request for additional funding.

For student groups that are not SAC recognized and wish to seek SAC recognition, more information can be found on SAC's website, pending lifting of the funding moratorium.

Should the moratorium end, student groups should be organized and putting on events for at least a year, and if SAC recognition is granted, newly recognized groups cannot apply for SAC funding for at least three months after

## PENN ALUMNI STUDENTS SOCIETY (PASS)

[pass@dev.upenn.edu](mailto:pass@dev.upenn.edu)

<http://www.alumni.upenn.edu/pass>

PASS seeks to foster bonds across generations of Quakers and promote school spirit. PASS-sponsored activities include a networking conference with Trustees' Council of Penn Women (TCPW), Post-Penn Perspectives Panel with young alumni nationwide on city life after Penn, Move to New York broker event with the Penn Club of New York, Homecoming receptions and mentoring events, Penn-Princeton basketball pre-game reception with Philadelphia Club and the Red & Blue Crew, introducing high school students to Penn through collaboration with the Alumni Council on Admissions and Linking Legacies, Clash of the Classes with Class Boards, and co-partnerships with various student umbrella groups and cultural resource centers. Any undergraduate student group planning an event or program that aims to foster meaningful alumni-student interactions and is open to all members of the Penn community is eligible to apply for additional funding from PASS. Such sponsorship requests will be considered on an on-going case-by-case basis, with the expectation that the requesting group have at least two active General Body members, with membership defined as per PASS's By-Laws. The amount of funding available to eligible groups is open to discussion.

## ENGINEERING STUDENT ACTIVITIES COUNCIL (ESAC)

<http://fling.seas.upenn.edu/~esac/wiki/>

ESAC receives about \$24,000 annually from the School of Engineering to allocate to member groups. Similar to applying for SAC recognition, engineering-focused groups must go through a recognition process before any funding is obtained. Once a member of ESAC, each group receives at least \$200 per semester for operating expenses. If additional funding is needed for specific events, a group may submit an event proposal form to receive reimbursement for an event

## WHARTON COUNCIL

<http://www.whartoncouncil.org>

Wharton Council has about \$11,000 to distribute to Wharton Council member groups. Groups must go through an application process, similar to that of applying to SAC, with unique requirements to be eligible for funding. Wharton Council member groups may receive funding based on the size of the event being held. Items such as food, marketing expenses, banners, transportation (SEPTA), and other miscellaneous equipment can be funded while speaker fees / accommodations, car rentals and taxi fares, events serving alcohol, and events that are not open to the Penn community will not be funded. Applications for funding must be turned in ten business days before the event.

funds will not be accessible by groups until an event report has been submitted and approved by the Budget Committee. Such a report is accessible through the Common Funding Application.







# ACADEMIC & ADMINISTRATIVE FUNDING SOURCES

Do you need funding for an academic event?  
From University Departments all the way up to the  
Vice Provost for Student Life, the University wants to  
fund your events that promote the academic  
atmosphere here at Penn.

# ACADEMIC & ADMINISTRATIVE FUNDING SOURCES

## VICE PROVOST FOR UNIVERSITY LIFE (VPUL)

<http://www.vpul.upenn.edu>

VPUL is the division that oversees a majority of departments and administrative organizations that affect students. These include health and academic support services such as Weingarten Learning Resource Center, CAPS, and Student Health; intercultural programs such as PAACH and the Greenfield Intercultural Center; resource centers such as Career Services and Penn Women's Center; and student activities resources such as the Office of Student Life and Civic House. In the past, VPUL has contributed additional funds towards Hey Déjà Vu, the senior event during Hey Day and various pre-orientation programs. Additionally, individual departments / centers under VPUL may be contacted individually. VPUL Departments / Affiliated Student Organizations:

- Civic House Associates Coalition (CHAC)

<http://www.dolphin.upenn.edu/chac/>

CHAC serves as the community service hub on Penn's campus. CHAC generally funds start-up and supplemental funding for service events and projects. Grants are usually under \$500. For more information, please visit:

- Greenfield Intercultural Center (GIC) / United Minorities Council (UMC)

<http://www.vpul.upenn.edu/gic/fundingprocedures.htm>.

The GIC's purpose is to serve as an intercultural resource on campus by supporting the UMC, fostering race dialogue, and promoting PACE classes, among many other things. Any student group may apply to GIC / UMC for a co-sponsorship of intercultural events that supports GIC's mission. Applications must be submitted four weeks in advance.

- La Casa Latina / Latino Coalition (LC)

[http://www.vpul.upenn.edu/lacasa/forms/form\\_cosponsor.html](http://www.vpul.upenn.edu/lacasa/forms/form_cosponsor.html)

The mission of La Casa Latina lies within developing greater awareness of Latino issues, culture and identity on Penn's campus. For events that promote the values of La Casa Latina, student groups may apply for a co-sponsorship. Generally, co-sponsorships are less than \$50.

- Lesbian, Gay, Bisexual, Transgender (LGBT) Center / Lambda Alliance

<http://www.vpul.upenn.edu/lgbtc/>

The LGBT Center serves to support Penn lesbian, gay, bisexual, and transgender students, staff, alumni, and faculty and to increase the general Penn community's understanding and acceptance of its sexual and gender minority members. Student groups may apply to the LGBT Center for events that promote the LGBT Center's mission.

- Makuu / UMOJA:

<http://www.vpul.upenn.edu/makuu/index.html>

The purpose of Makuu is to serve as a cultural resource center for Penn students interested in Black culture. Additionally, Makuu provides support and guidance to individual students and student groups, while aiming to identify student-evidenced challenges and enhance collaborative efforts

among students. Students may apply for funding if an event promotes Makuu's mission.

- Pan-Asian American Community House (PAACH) / Asian Pacific Student Coalition (APSC)

<http://www.vpul.upenn.edu/paach/cosponsor.htm>.

The mission of PAACH is to support the needs of Penn's Asian American and Pacific Islander communities, to develop programs that bridge Asian American Studies and student affairs, and to cultivate a greater sense of Pan-Asian American and Pacific Islander community. To that end, events that fit under this mission may receive funding from PAACH.

- Penn Women's Center / Penn Consortium of Undergraduate Women (PCUW)

<http://www.pennwomen.org/>

<http://www.alumni.upenn.edu/groups/tcpw/>

The Penn Consortium of Undergraduate Women seeks to enact the systemic change necessary for the unbridled self-actualization of Penn's female students, faculty, and staff. We will always do our part to establish the institutional infrastructure within which women are empowered to reach their potential. We will take gender equity seriously, and will welcome the day that women ascend their own personal and professional ladders free of self-doubt and full of self-esteem.

For information related to funding resources available from PCUW or the Trustees' Council of Penn Women (TCPW), please see the websites above.

## GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GAPSA)

[gapsa.finance@gmail.com](mailto:gapsa.finance@gmail.com)

GAPSA's Finance Committee solicits applications from Penn student groups throughout the year and awards funding once in the fall and once in the spring. Groups comprising undergraduates and graduate students are eligible. All student groups must be registered through the Office of Student Affairs (OSA). Organizations that cater to larger student populations with memberships from a variety of Penn programs typically receive greater funding. The average award is \$400.

GAPSA also has a General Assembly Discretionary Fund of \$25,000 which is used to support academic and social enterprises that will benefit Penn's entire graduate student population. This falls in line with part of GAPSA's mission to encourage students from all corners of the student body to get together, learn together, and have fun together.

An additional source of student group funding for academic events available through the GAPSA Research Student Council



## PENN GREEN FUND

[sustainability@upenn.edu](mailto:sustainability@upenn.edu)

The Green Fund was created to finance innovative ideas from students, faculty or staff which are designed to help Penn meet its sustainability goals, as outlined in its Climate Action Plan. The complete Green Fund application will be posted here soon.

The maximum allocation for each award is \$50,000. In an effort to replenish the fund and make future awards possible, prospective grant-seekers should note that projects generating financial savings to the University are expected to repay the award. The Green Fund is available to current students, faculty and staff at Penn. The Green Fund does not cover on-going costs or salaries.

The following items are included in the Green Fund application and are required for review by the Green Fund Review Board:

- A description of the project and its intended outcome, including criteria for evaluating its success in meeting its goals, and with an explanation of any independent funding secured by the applicants
- Project participants, identifying project leadership and their responsibilities
- The target beneficiary audience
- A detailed time line, including a start date and anticipated implementation schedule
- Specific cost and savings estimates, and
- A sponsorship letter, expressing support for the project from the sponsoring department chair and/or center head.

## COLLEGE HOUSES AND ACADEMIC SERVICES (CHAS)

<http://www.collegehouses.upenn.edu>

CHAS has limited funding that can go towards events that directly relate to the College House system at Penn.

## FOX LEADERSHIP

<http://www.sas.upenn.edu/foxleadership/reg/index.php>

Fox Leadership is an organization dedicated to promoting leadership in any form amongst undergraduate students. In the past, Fox Leadership's Steering Committee has approved co-sponsorships. Additionally, the Fox Leadership Directors have been influential in making funding decisions. Please see the website for the contact information for the Steering Committee and directors.

## PROVOST'S OFFICE

<http://provost.upenn.edu/>

In the past, the Office of the Provost has opted to fund initiatives that can benefit the undergraduate community. Past examples include pre-orientation programs, the UA Collegiate Readership Program, and even events, such as QPENN week

## ACADEMIC DEPARTMENTS

<http://www.vpul.upenn.edu>

Most, if not all, academic departments have some funds that they can contribute towards events that directly relate to that department. Each department may have different procedures and guidelines on funding events and so should be contacted individually. For example, the Environmental Studies Department contributed \$250 towards the pilot program for PennGreen, an environmentally themed pre-orientation program.

- College of Arts and Sciences Undergraduate Travel Grant:

<http://www.college.upenn.edu/options/travel.php>

A travel grant fund has been established to help undergraduate students in the College defray the cost of travel and / or conference registration fees to participate in an academic conference. Grants may be awarded to students who are presenting a paper or a poster at a scholarly meeting. The fund will provide grants of up to \$500 per student per year. Please visit the link for more information as well as how to apply.

funds will not be accessible by groups until an event report has been submitted and approved by the Budget Committee. Such a report is accessible through the Common Funding Application.



# ADDITIONAL SUGGESTIONS

If your group needs only a few hundred dollars, we recommend simple fundraising as an extremely simple, yet effective method. This is an excellent way to raise money for charity events, as most on-campus organizations cannot fund non-profit organizations or events that directly contribute to them. Fundraising can include things as simple as bake sales, raffles, auctions, etc. Members can also participate in the Psychology Department's experiments (:

## FUNDRAISING EVENTS

<http://www.psych.upenn.edu/experiments>) or  
The Wharton Behavioral Labs (<http://bhlab.wharton.upenn.edu>).

## SOLICITING DONATIONS FROM LOCAL BUSINESSES:

Student groups have had success soliciting donations from businesses throughout the local Philadelphia area.

## ALUMNI DONATIONS

<http://www.vpul.upenn.edu/osl/contactosl.html>

Additionally, alumni of your organization are often willing to donate money, so we recommend contacting them as well. However, before contacting alumni directly, you should contact the Office of Student Affairs (OSA) as some fundraising on campus may require a vending permit.

## MEMBERSHIP DUES

Organizations can institute a membership dues structure. The requirement of a membership fee must be clearly stated in the organization's constitution and must not deter or prevent members from joining a group. A nominal fee is strongly recommended for membership dues.



# CREDITS

## 2013 Revision

NIKOLAI ZAPERTOV C'14  
UA Technology Director (nikolaiz@sas.upenn.edu)

JENNIFER TIAN C'14  
SAC Exec (jenntian@sas.upenn.edu)

## 2008 Revision

2008-09 UA Budget Committee (2008-  
09 UA Treasurer Ben Coulter, Ryan  
Houston, Sakina Zaidi)  
2008-09 SAC Executive Board

## Original

2007-08 UA Budget Committee (2007-  
08 UA Treasurer Sunny Patel, Alex  
Flamm, Liz Lee)

## Original Template

CYNTHIA IP C'12  
Former UA Speaker (cynthia.w.y.ip@gmail.com)





UNDERGRADUATE  
ASSEMBLY

UNIVERSITY *of* PENNSYLVANIA

Office of Student Affairs, Houston Hall 200

