



Dear Applicant,

Thank you for your interest in applying for funding from the Student Activities Fee for FY20. The Committee is excited to spend time getting to know the unique ways that your organization contributes to the vitality of student life at Georgetown.

The following application, in conjunction with your presentation at the Budget Summit, is designed to give the Committee a complete picture as to the past, present, and projected impact your organization makes on student life. The application is organized into five parts, A through E, explained in detail below. Your assigned liaison will guide you through the application and will be available to answer questions throughout the application process. Additionally, the Committee will hold two informational sessions to provide a comprehensive overview of the process. The Committee will also hold office hours during the duration of the application period. Please refer to the email announcement of this application for specific dates and locations.

As you complete your application, please keep in mind that the Committee will likely receive far more requests than the Student Activities Fee can accommodate. This fact necessitates the Committee make near-impossible judgements regarding the positive impact that each dollar allocated can make to enhance student life. Thus, the Committee carefully assesses each application based on the organization's demonstrated impact on the Georgetown community.

The Committee thanks you for the time and effort spent compiling your financial data and answering our questions. We look forward to working with you throughout this process and hearing from you at the upcoming Budget Summit.

Best Regards,

Hayley Grande

Chair, GUSA Finance and Appropriations Committee

GUSA Finance & Appropriations Committee
FY20 Budget Summit

Student Activity Fee Funding Application

(APPLICATION A - Advisory Boards, GPB, the GUSA Executive-Elect and the Lecture Fund)

Please email this application and accompanying materials to gusafinapp@georgetown.edu by
Sunday, February 10, 2019 at 11:59 pm.

PART A.

Name of Organization:

Center for Social Justice Advisory Board for Student Organizations (CSJ ABSO)

Mission of Organization:

The Center for Social Justice (CSJ) Advisory Board for Student Organizations (ABSO) at Georgetown University shall oversee and evaluate the overall administration and effectiveness of CSJ Student Organizations at Georgetown University. The Board may recommend policy to the CSJ Executive Director and the Vice President for Student Affairs. The Board shall report its activities to the Executive Director of the CSJ, the Vice President for Student Affairs, the Faculty Senate, and Georgetown University Student Association (GUSA). CSJ ABSO shall support the CSJ's mission statement, "In order to advance justice and the common good, CSJ promotes and integrates community-based research, teaching and service by collaborating with diverse partners and communities."

Total Amount of Funding Requested:

PART B.

Please complete the Financial Information (A) FY20 excel document and attach it to your email submission.

PART C.

Please attach a copy of the budgeting guidelines used by your organization for any and all purposes, and answer the following questions in this document:

1. In short, what is your organization's budgeting or funding process? (Please provide a brief summary; specifics should be included in the budgeting guidelines you will attach).
 - a. CSJ ABSO provides two different methods by which its Student Organizations may request funding from the Board: annual upcoming school year budget requests and Ad-Hoc Funding Requests. For annual upcoming school year budget requests, Student Organizations submit a proposed budget to CSJ ABSO that includes all planned event proposals and required funding for the upcoming school year. Next, at a weekend meeting called "Budget Weekend," scheduled in

the mid-Spring Semester, CSJ ABSO allocates, on a line-item basis, each Student Organization's budget for the upcoming year. For Ad-Hoc Funding Requests, Student Organizations are permitted to request additional event approvals and funds from CSJ ABSO over the course of a semester. These requests are considered weekly at CSJ ABSO's meetings and are allocated on a line-item basis. The Ad-Hoc Funding scheme allows CSJ ABSO's groups to enrich campus life by adding additional opportunities to program during the semester and provide the ability to respond to contemporary issues in social justice arising out of current events in real time. All of CSJ ABSO's funding allocations are made according to the Funding Policies attached to this application. Importantly, all funding decisions, policy setting, and agenda setting are made by student members of ABSO and two, voting non-CSJ Georgetown University staff or faculty members. Further, the Center for Social Justice does not provide any funding to CSJ ABSO Student Organizations. In fact, CSJ ABSO pays for Student Organizations' usage of CSJ vans and printing and office supplies and CSJ-wide events such as Fall Fest, Spring Fling, and CSJ Celebration, at which CSJ ABSO Student Organizations participate.

2. If your full funding request is not met, what is the process in place to determine cuts to group budgets or programming?
 - a. In the event that CSJ ABSO's full funding request is not met, the Board shall cut its Student Organization budgets uniformly according to the percentage the Finance and Appropriations Committee cuts the Board's funding request. For example, if the Committee cuts CSJ ABSO's funding request by 10%, CSJ ABSO will be forced to cut Student Organization programming by 10%. For context, a 10% cut in CSJ ABSO's funding request would result in Heroes for Hearts cutting a CPR training event, Georgetown Ballers cancelling two basketball and mentoring visits with incarcerated youth, and Best Buddies cancelling a month of programming between Georgetown Students and community members with intellectual and physical disabilities, Hoya Taxa cancelling an on-campus tax clinic that benefits students and employees, and NAACP their annual Black History Month Outspoken event, which allows Georgetown students of color to articulate their experiences in various forms of art, to name a few.
3. Is there any other information you would like the Committee to consider regarding your organization's budgeting process and guidelines?
 - a. An important aspect to consider when evaluating CSJ ABSO's budgeting process and guidelines is the intentional process the Board takes in allocating funds to its student organizations. For example, the Funding Policies that CSJ ABSO has adopted were updated at the close of last school year to reflect increased prices for food and student organization supplies. Further, in an effort to more fully support the CSJ's mission to advance justice and the common good, the Board has adopted policies to encourage Student Organizations to provide healthy food options to the community members they work with who often live in food deserts

where fresh produce and healthy food options are not available. The Board has also adopted policies to encourage Student Organizations to purchase food and other items from local Washington, D.C. businesses and others that advance social justice, such as, women-owned and minority-owned restaurants and catering companies. In addition, the Board has adopted policies encouraging Student Organizations to abide by eco-friendly practices such as eliminating funding for single-use plastic water bottles. As already mentioned, the Board prides itself on its Ad-Hoc Funding scheme that allows Student Organizations to increase their impact on Georgetown's campus and better fulfill their mission by adding events and requesting additional programming from CSJ ABSO during the year. Further, the Ad-Hoc Funding scheme works. Of the \$18,683.57 CSJ ABSO set aside for ad-hoc allocations, Student Organizations have requested, and CSJ ABSO has allocated \$6,474.95. CSJ ABSO fully expects to exhaust the remaining Ad-Hoc Funding allocation in the Spring Semester as CSJ ABSO Student Organizations consistently request the majority of Ad-Hoc Funding in the Spring Semester. In FY18, CSJ ABSO spent the entirety of the funds set aside for Ad Hoc Funding requests. Monies used for ad-hoc allocations have been used to support CSJ ABSO new club development groups, such as hoyathON, which raised over \$40,000 for children's cancer research in its first year, and to approve funding to provide additional feminine hygiene kits as part of Period Empowerment Project's ongoing efforts to meet the need of their community partner, just to name a few.

PART D.

Please answer the following questions individually in this document:

1. How did your organization affect student life? Can this be measured?
 - a. CSJ ABSO oversees, evaluates, advises and funds student-run organizations whose missions are in line with that of Georgetown University's Center for Social Justice Research, Teaching and Service. Currently, forty (40) student organizations work with CSJ ABSO student board members to ensure compliance with university policies, access funding for on-campus and off-campus programming, learn about university resources and spaces, develop long and short term goals, discern organization values and mission, and plan for leadership transition and organization continuity. Further, as of February 10, 2019, five (5) prospective student organizations are currently under CSJ ABSO's guidance in the New Club Development Process. At the time of the submission of this application, two (2) NCD student organizations were awaiting appeals in front of the Council of Advisory Boards. In total, our student organizations impact about one thousand (1,000) students on Georgetown's campus annually. Importantly, CSJ ABSO strives to foster student organization member interpersonal relationships through its funding policies and advising. A common misperception of CSJ ABSO's student organizations is that each organization's focus is entirely off of the Hilltop. This is not the case. For example, CSJ ABSO's funding policies provide funding for general body meetings, a minimum of two of which are required each semester, retreats, at which organization members may reflect on the work they are doing and the mission they are fulfilling, and group bonding

activities, where organization members may form friendships with each other over an ice cream cone at T-Sweets or over a plate of brownies in somebody's Henle.

Undoubtedly, though, CSJ ABSO's Student Organizations impact the Washington, D.C. community and beyond through their tireless efforts to advance justice and the common good on a broad spectrum of social justice issues. CSJ ABSO Student Organizations have reached, quite literally, tens of thousands of community members in the District and the world. For example, Period Empowerment Program, a student organization dedicated to providing feminine hygiene products to women experiencing homelessness and raising awareness for the social justice issue of unequal access to tampons and pads within vulnerable communities, works with a Community Partner that served 10,000 individuals last year. Georgetown Ballers, a CSJ ABSO Student Organization newly granted access to benefits after a successful new club development process, travels to the District of Columbia's youth incarceration facility every week to play basketball with the young women and men, girls and boys, that reside there, offering recreation time and providing a character mentorship program for life after prison. Georgetown Ballers also hosts speaker events on campus to bring awareness to the juvenile justice system and work towards socially just solutions for reform. These two examples demonstrate the depth and breadth of CSJ ABSO's forty student organizations both on campus here at Georgetown and beyond.

2. How many clubs/groups compose your organization? Please list them, noting especially any clubs/groups added (or planned to be added) within FY19.
 - a. CSJ ABSO currently oversees, evaluates, advises and funds forty student organizations and five New Club Development groups.
 - b. The organizations with full Access to Benefits are listed below:
 - i. Alpha Phi Omega (APO)
 - ii. Amnesty International
 - iii. Best Buddies Georgetown
 - iv. Caring for Children with Cancer
 - v. College Next Door
 - vi. Cristo Rey Tutoring
 - vii. DCode
 - viii. Georgetown Ballers
 - ix. Georgetown University Math and Science Hands-On Enrichment (GUMSHOE)
 - x. GU Students for Health and Medical Equity (GUSHME)
 - xi. GirlTalk
 - xii. GlobeMed
 - xiii. Grassroots Hoyas
 - xiv. GU Oncology Patient Support
 - xv. Habitat for Humanity
 - xvi. Heroes for Hearts

- xvii. HoyaTHON
- xviii. Hoya Helpers
- xix. Hoya Helpers
- xx. Homeless Outreach Programs and Education (HOPE)
- xxi. Hoyas for Immigrant Rights
- xxii. Hoyas Rescuing Leftover Cuisine
- xxiii. Make-A-Wish
- xxiv. Male Development Association
- xxv. MoneyThink Georgetown
- xxvi. National Association for the Advancement of Colored People (NAACP)
- xxvii. Native American Student Council
- xxviii. No Lost Generation
- xxix. Operation Smile
- xxx. Period Empowerment Project
- xxxi. Prison Outreach
- xxxii. Project Sunshine
- xxxiii. Relay for Life
- xxxiv. St. Elizabeth Outreach
- xxxv. Special Olympics
- xxxvi. Stride for College
- xxxvii. Sursum Corda Tutoring Organization
- xxxviii. Truth and Human Rights in North Korea (THiNK)
- xxxix. UNICEF Georgetown
- xl. Young Diplomats of Seaton Elementary
- c. The organizations in New Club Development are listed below:
 - i. League of United Latin American Citizens
 - ii. Students for Criminal Justice Reform
 - iii. Art Beyond the Margins
 - iv. SweetStrips
 - v. HoyaHub

3. What were significant challenges for your organization over the past year? What were significant successes for your organization over the past year?
- a. CSJ ABSO has faced some challenges this year. First and foremost, the Board has more groups in restoration this year than in the past. Specifically, there are four student organizations currently undergoing intense advising as part of CSJ ABSO's restoration process. Although it is a challenge for the Board to see some Student Organizations struggling to program, it is encouraging that the organizations are taking steps to get back on track. With advising and rededication, CSJ ABSO has full confidence that each group in restoration will be back into full programming next semester.

Further, in the fall, two CSJ ABSO student advisors resigned from the Board for personal reasons. Without a full Board, student advisors became responsible for, at the minimum, four student organizations with many members taking on five

student organizations. Needless to say, the extra responsibility placed a significant strain on many student advisors. However, with a recruitment effort in the spring, CSJ ABSO added three new student advisors and spread out the responsibility of advising our Student Organizations across a full board.

Finally, CSJ ABSO tackled difficulties with getting its New Club Development groups up and running. For example, hoyathON, a fundraising organization that benefits children's cancer research, had considerable difficulty adapting to CSJ ABSO's administrative processes and New Club Development requirements. In the end, after very effective advising, hoyathON held their first major dance marathon and raised over \$40,000 for Children's National Health System located right here in Washington, D.C.

CSJ ABSO's challenges translated into successes. CSJ ABSO welcomed two new organizations from New Club Development in the fall semester: College Next Door and hoyathON. As mentioned above, hoyathON was massively successful in its first dance marathon raising over \$40,000.

The greatest successes that CSJ ABSO had so far this school year were internal changes to Board administration to further the Board's mission and make the Board work better. First, at the beginning of the school year, CSJ ABSO underwent formal training with Dr. Luisa Boyarski, a Professor at the McCourt School of Public Policy specializing in social justice philanthropy, on best practices for social justice philanthropy boards. Further, to better incorporate our social justice mission into the Board's weekly meeting, a Board member offers a social justice reflection at the start of each meeting. CSJ ABSO also drafted and adopted by-laws to formalize Board procedures and provide transparency to our Student Organizations. The Board also renegotiated its lump sum CSJ van payment for a savings of \$5,000. Further, CSJ ABSO took steps to clarify its relationship with Alternative Breaks Program (ABP). Moving forward, CSJ ABSO will have a liaison on the ABP Board, offer feedback on ABP funding policies, and receive regular updates on ABP trips that ABSO subsidizes.

In sum, the Board changed its challenges into successes, clarified its internal processes, incorporated its social justice mission, and advocated on the part of its Student Organizations.

4. Do you have any budget concerns for the next 5-10 years?
 - a. An ongoing long-term budget concern for CSJ ABSO is the prospect of adding New Club Development organizations to our list of full Access to Benefits groups. If the trend of adding between five and seven groups each school year continues, then CSJ ABSO will continue to require funding request increases from the Committee.

In addition, CSJ ABSO has taken intentional steps to ensure that our Student Organizations are meeting the needs of their community partners and adopting best practices for social justice philanthropy work. One of these steps is implementing needs assessments across our Student Organizations in which they, in conversation with their community partners, decide if what they are doing is working and whether any part of their program should change. As a result of these needs assessments, CSJ ABSO anticipates that its Student Organizations may request more supplies, add additional programs at existing sites, or even expand their programming to new sites. All of these changes would require additional funding from CSJ ABSO.

Finally, as part of the New Club Development process, prospective Student Organizations prepare a Five Year Plan, which includes plans for Student Organization growth in the future. Therefore, CSJ ABSO foresees Student Organizations that are in their beginning years increasing membership, expanding programming, and adding additional sites to their programming in the future. Again, any of these changes would require additional funding from CSJ ABSO.

5. What level of financial risk does your organization incur? What type of event or circumstance prompts the use of your reserve account?
 - a. CSJ ABSO is exposed to some financial risk in the form of loans to Student Organizations. As reflected in the Funding Policies, CSJ ABSO grants loans to student organizations to conduct fundraising activities. These loans are paid back to CSJ ABSO with the proceeds of the fundraisers. The majority of loans for fundraisers run less than \$100 each. The largest loan granted by CSJ ABSO is that to Relay for Life for their annual fundraiser. Last year, the loan totaled \$12,191. However, Relay for Life's contract with the American Cancer Society guarantees payment of the loan principal granted by CSJ ABSO by the American Cancer Society if Relay for Life is unable to raise enough funds to repay the loan. In any event, CSJ ABSO's reserve accounts are more than sufficient to cover any defaulted loans.
6. How could the Budget Summit process be improved this year? How could relations with GUSA be improved?
 - a. First and foremost, CSJ ABSO would like to express its gratitude to Samantha Moreland, its Committee Representative, for attending its weekly meetings, providing answers and feedback when needed, and advocating at the Committee on its behalf. CSJ ABSO's relationship with Samantha has been nothing but positive. Moving forward, the Committee could improve its process in two ways: taking into account New Club Development organizations in the application itself and allowing more time for the application to be prepared. Every year, CSJ ABSO has organizations in the New Club Development process that do not have full Access to Benefits. CSJ ABSO funds these organizations on an Ad-Hoc basis and then grants a full budget request upon acceptance of the organization to full Access to Benefits. It would be helpful for the application to ask specifically how

much each NCD organization is forecast to require in funding so that the Committee would have a fuller view. Secondly, although the time offered to prepare the application is sufficient for the Chairperson and Treasurer to work on together, there is not sufficient time to allow other members of CSJ ABSO to offer comments on the application or for the Board to discuss the application at a meeting. More time, as always, would be greatly appreciated.

7. If you are requesting more funding for FY20 than FY19, please explain why.
 - a. CSJ ABSO has projected expenses of \$304,222.10 for FY20. With expected contributions from Student Affairs (\$61,732.00) and the Coca Cola Grant (\$7447.14), the remaining balance would be \$235,043.00. However, CSJ ABSO just learned on February 8, 2019, from CSJ finance staff that its reserve account balance exceeded Student Affairs' suggested guidelines of a \$30,000.00 reserve account balance. The actual balance of CSJ ABSO's reserve account is \$103,873.14. Recognizing the impact that this reserve account may have on the Committee's funding decision, CSJ ABSO has formulated the following plan to address the overage:
 1. Reduce CSJ ABSO's total request from the Committee by \$55,000.00 for FY20 only. This \$55,000.00 represents CSJ ABSO's lump sum payment for unlimited CSJ van usage by CSJ ABSO Student Organizations. For example, in FY19, CSJ ABSO allocated 4,145 van hours to its Student Organizations. The lump sum payment represents a preferred rate for CSJ ASBO, as, at the normal \$15 per hour rate, CSJ ABSO would have had to allocate \$62,175.00 to meet this need.
 2. Move \$18,873.14 from CSJ ABSO's reserve account into FY19 spending account to fund mission-based initiatives as outlined in CSJ ABSO's presentation on February 24, 2019. The Board is setting and approving an exact plan for spending the \$18,873.14 in FY19 at its meeting on February 12, 2019. Please note that CSJ ABSO did not have an opportunity to meet in formal session to approve these allocations after learning of the additional funds prior to the submission deadline of this application.

Taking into account the \$55,000.00 contribution from CSJ ABSO's reserve account, the total request from FinApp for FY20 is \$180,042.96, marking a \$5,707.04 decrease in CSJ ABSO's request from FY19.

CSJ ABSO is projecting more expenditures in FY20 than in FY19 due to the addition of new New Club Development organizations, expanded programming within our existing groups, the addition of mission-based vendor and healthy food incentives, and an eco-friendly policy. Further, in a change from last year, the

Center for Social Justice's contract with Domino's Pizza was dissolved after repeated bias-related incidents against CSJ ABSO Student Organizations by the Company. This contract previously gave CSJ ABSO groups preferred pricing on Domino's Pizza. In FY20, CSJ ABSO groups will take advantage of the new Healthy Food Option Incentive and not have access to preferred pricing from Domino's. Therefore, food used in programming will represent an increased cost. Specifically, CSJ ABSO projects the following additional amounts:

- Healthy Food and Mission Based Vendor Expansion: \$5,000
- Existing Student Organization Expanded Programming: \$5,000
- Five New Club Development Groups at \$1500 average per group: \$7,500
 - Please Note: Upon the completion of Council of Advisory Board Appeals, the total number of NCD groups could increase by two to a total of seven.

PART E.

Please ensure your organization continues to comply with the 2010 6-Point Reform Plan by **commenting in the affirmative and detailing** how your group is compliant for each of the 6 points individually.

1. The total balance of any advisory board's reserve account shall not be excessive (as deemed by the Office of the Vice President for Student Affairs), and boards with surplus funds should provide a plan for their reserves.
 - a. The goal amount for our reserve account at \$30,000 which is the amount communicated to us by the Office of the Vice President for Student Affairs. We are projected to be at \$30,000 by the beginning of FY20, as outlined in Part D, Question 7.
2. An appeals process shall be implemented and publicized, where such processes do not already exist, for clubs that are denied full funding for an activity or annual budget under its advisory board.
 - a. CSJ ABSO's appeals process can be found on the Center for Social Justice website located at csj.georgetown.edu/abso.
3. Clubs shall have the option of requesting a lump sum, annual budget with an opportunity to reapply for additional funding from its advisory board.
 - a. CSJ ABSO continues to budget and approve money for student organizations for an entire fiscal year at its Budget Weekend. The Board has processes in place which allow organizations to move money around within their budget if student leaders decide they would like to use the money we have allocated to them for a different activity or program. Groups also have the option of applying for funding for new activities or events (not contained in their pre-approved annual budgets) through Ad-Hoc Funding Requests. CSJ ABSO strives to respect university, CSJ and ABSO policies regarding approval for activities at all times.

4. All meetings and recorded minutes of all meetings of an advisory board shall be open to the public, including any and all votes, and that all records are posted online in a timely fashion.
 - a. CSJ ABSO meetings are open to the public and the board posts its minutes (including votes) to csj.georgetown.edu/abso.
5. Members of the advisory board are, in some way, directly accountable to their constituents or to the student body in general, such as having GUSA Senate confirmation or being elected by the leaders of the clubs they represent.
 - a. As outlined in CSJ ABSO's Constitution: The names, schools, and class year of the nominated student members will be forwarded to the GUSA Senate for an advisory review. The GUSA Senate may offer an advisory opinion on the nominated student members to the Vice President for Student Affairs and the Executive Director of the CSJ prior to their appointment of student members to CSJ ABSO.
6. Clubs have reasonable control over all funds that they fundraise outside of the normal allocations process.
 - a. Clubs have reasonable control over the funds they fundraise as long as they are donating them to a reputable social justice organization or putting them toward an event that falls within CSJ and university policy. Additionally, all funds raised by student organizations must be used in a manner that meets University approval.

*The committee is aware that the structure of boards has changed in the past eight years; please note 'such as' merely indicates examples of how accountability is manifested and focus on the spirit of the Point.

CERTIFICATION:

By signing below, I hereby certify that the information enclosed is accurate to the best of my knowledge.

Funding Request Form Submitted By: Andrew Ward

Name of Group Student Chair: Andrew Ward

Signature of Group Student Chair (type your name): Andrew Ward

Name of Group Advisor: Whitney M. Maddox

Signature of Group Advisor (type your name): Whitney M. Maddox

Date: 2/10/2019

Contact Email: amw308@georgetown.edu, csjabso@georgetown.edu

Contact Phone Number: 978-998-1055