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GUSA Finance & Appropriations Committee
FY18 Budget Summit
Student Activity Fee Funding Application
(APPLICATION B- For Non-Advisory Boards)

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Please email this application and accompanying materials to
gusafinanceandappropriations@gmail.com by **Sunday, February 21, 2016 at 11:59 pm.**

PART A.

Name of Organization: Council of Advisory Boards

Mission of Organization: CAB is a group of advisory board student leaders. CAB supervises the overall administration and effectiveness of advisory boards and student activities on campus, and reports to the Vice President of Student Affairs. CAB will work to advocate on behalf of all student organizations with access to benefits, in order to best represent their common needs and encourage collaboration.

Total Amount of Funding Requested: Please also include a breakdown of your budget.
Total: $3,300

1. Programming event

Cost breakdown		Total
Event	-Space fees: $45/hour, 4 hr minimum=$180 -Equipment costs (Chair/table/tablecloths/easel, etc) $120 -food $200	
5 months: October, December, February, March, April	$500	$2,500 (5x500)

2. New Club Development weekend

Cost breakdown		Total
1st weekend of October 1st weekend of February	Food: $75	
3 days per semester x 2 semesters per year	3x$75x2	$300

3. Townhall

Cost breakdown		Total
Advisory Board Town hall	-space fees $180 -food 70	
1 per semester x 2 semesters per year	$250	$500 (2x250)

PART B.
Please answer the following questions in detail and provide any relevant documents:

Describe the program/project you would like to fund, implement or enhance.

1. Programming event
We want to take CAB in a new direction by putting on programming events on campus for student leaders, in addition to what we currently do. These events would serve to highlight the work of our advisory boards, student organizations, and target key issues facing student leaders on our campus.
This March, we will be having an event to highlight women student leaders on campus (hopefully receiving funding for this through a Women's grant.) This would be an hourlong event during Women's History Month, most likely between the week of the OWN It and BRAVE Summits.
We feel that having these events would be beneficial to the student body. As CAB does not currently receive a budget, we would like funding to be able to have more events like this. We plan on having 5 events for the school year, and each event would have a different theme. We hope to be able to engage with different organizations and co-promote activities in all the different advisory boards and the groups they support.

2. New Club Development Weekend
Twice a year, advisory board representatives from each of the six advisory boards come together for an entire weekend to discuss the New Club Development process. It's a three-day process where we go through all the applications. We hear presentations from the people applying and then make decisions on each application. The groups are also allowed to come in to appeal our ruling. Each semester, applications submitted range from 25-35, meaning that this process takes substantial time for review, discussion, presentations, and decisions. This past semester, the committee met for approximately 12 hours to complete this process over a single weekend.

3. Townhall
We identify and address issues that pertain to advisory boards. These problems are initially pointed out by advisory board representatives. As CAB, we don't currently have the structures in place to interact with the individuals or clubs under our member advisory boards, and so

creating a space where we can hear all these concerns is pertinent for us to better understand ourselves and see where we can improve.

> In what ways does this program/project enhance student life at Georgetown University? How many students will it affect?

1. Programming event

This programming's objective is to integrate the Georgetown community as a whole and bridge the gap between the different advisory boards and all the groups under which they advise. It will affect the entire student body across all 6 advisory boards.This programming also aims to create a space for more interaction between advisory board leaders and the student leaders they serve outside of the formal budgetary context, as well as being a space where student leaders can. Overall, a more tight-knit community will lead to better working relationships and more collaborations all across campus.

2. New Club Development Weekend

In making our decisions, we evaluate duplicity, and this allows us to identify spaces that currently don't exist on campus but should. We have a lot of meaningful discussions throughout the NCD process, and it's really cool to play a small role in helping create new communities on campus.

3. Townhall

A huge component in better understanding advisory boards is hearing about experiences individuals and the different student groups have had. We want to hear complaints from students, and raise these in the conversations we have. CAB allows a unique setting that will hopefully lead to the exploration of potential solutions. For example, as all the advisory boards have different policies, if groups under one particular board had a huge problem with one policy, having individuals from the other advisory boards share their insights on how their respective advisory board handle similar situations would allow for some fruitful discussion and spark ideas for how to fix the problem. In raising concerns, we can act and improve student life at Georgetown.

> What funding sources currently support this program? Will these sources continue to provide funding at the same level this year? What other sources have been explored before coming to GUSA?

1. Programming event

We currently don't receive funding to organize any events besides the CAB Fair. We would like to expand what we currently do to having consistent programming. Putting more of an emphasis on community interaction will allow us to be able to carry out our mission in a more effective manner.

2. New Club Development Weekend

We've been using leftover money from the CAB Fair these past two years to fund NCD weekend. However, while more and more clubs exist each year and the number of groups that table at the CAB Fairs have increased significantly, the costs of additional tables and other stuff contribute to a rising cost for the CAB Fairs while our CAB Fair allocation remains constant.

3. Townhall
None.

       Will this program comply with all University policies?

Yes

       What level of financial risk does this project entail?

None

       In what way will this program/project expand or relieve a financial burden on students participating in this program?

1, Programming event
We hope this style of programming will create a space that would allow students to collaborate with groups and other individuals they would otherwise not. In collaborating on similar programming, these groups would split costs and spend less than if they did not partner up.

2. New Club Development Weekend
Student representatives from each of the advisory boards dedicate 10-15 hours of a single weekend to this process. By providing a few meals for them over the course of the weekend, we minimize the burden of purchasing food (if they would have otherwise used a meal plan or cooked for themselves), as well as continue the process in more a efficient manner, given that we don't need to take a long break for folks to get their own meal and bring it back//go eat and return to the meeting.

3. Townhall
Given that CAB currently does not have funding for these programs, providing funding at this time would ensure that they would happen.

       How are decisions made about the direction of this program? How are students involved in the decision making process?

1. Programming event
We would determine the theme of the event through a survey students can fill out to rank which theme they'd prefer.

2. New Club Development Weekend
Simple majority vote. Students applying to become a new club are given the opportunity to appeal our decision with a presentation.

3. Townhall

In being able to directly hear from students that are impacted by the advisory boards, it gives us a chance to have more in-depth discussions and even find solutions to any issues. In identifying issues, students would be involved in helping us set discussion topics for meetings.

What is the long-term financial impact of this project? Will there be ongoing maintenance costs?

1. Programming event
This event will have a positive impact on the whole community, and hopefully lead to more partnerships between various organizations and across advisory boards. No maintenance costs.

2. NCD Weekend
In identifying duplicative programming as a council, we believe this process is valuable in contributing to clubs being more fiscally responsible and not spending their allocations on organizing the same events. No maintenance costs.

3. Townhall
This event will provide necessary input from those affected by current policies, and this will help in shaping what we do as a council. In the long term, this can lead to tackling financial issues current groups face or even advocating for better policies. No maintenance costs.

Will this program need more money in future years? To the best of your ability provide information on project costs for the next two years.

1. Programming event
No, this project will need a similar amount of money in the future.

2. NCD Weekend
No, this project will need a similar amount of money in the future.

3. Townhall
No, this project will need a similar amount of money in the future.

10. Has your organization/group previously applied to the Budget Summit? How much was the organization allocated? How was it used?
Yes, FY 16, $0.

CERTIFICATION:

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

Funding Request Form Submitted By: Janhvi Bhojwani

Name of Group Student Chair: Janhvi Bhojwani

Signature (type your name): Janhvi Bhojwani

Name of Group Advisor: Amanda Carlton

Signature (type your name): Amanda Carlton

Date: 2/16/17

Contact Email: jmb438@georgetown.edu

Contact Phone Number: 646-464-2931