

**Campus Ministry Advisory Board  
“The Forum”**

**Procedures and Guidelines:**

**Budget Process:**

Each year, The Forum will allocate the Student Activities Fee dollars allocated for Campus Ministry student organizations. The process will start each year immediately following the Student Activities Fee Budget Summit in February and the final approval of the yearly Student Activities Fee budget in early March. The budget timeline will be as follows:

- **Early March:** The Executive Committee reviews the allocation from the Finance and Appropriations Committee and determines the amount of money available to allocate. The Executive Committee determines the amount of funding available from all sources and allocates a portion to the reserve account, maintaining it at appropriate levels. Upon determining the amount of funding available, the Executive Committee will publically announce it to The Forum of student organizations.
- **Mid March:** The Executive Committee releases budget forms and the most up to date funding policies to begin the budget process, as well as a detailed timeline of all dates and deadlines for the entire budget process.
- **Mid March – Early April:** Organizations work internally to budget for the following academic year. Following procedures outlined below, groups can request **what they deem necessary for programming**. The Forum Treasurer and Vice-President will be responsible for coordinating trainings and help sessions, as well as working with the Assistant Director of Student Engagement and Chaplain Advisors to ensure they are prepared to support student organizations.
- **Middle of April:** Organizations submit their proposed budgets to the Treasurer of the Executive Committee.
- **Middle of April:** The Treasurer of The Forum convenes a meeting of all of the treasurers of Campus Ministry student organizations to allocate available funding. This meeting will be open to the public and announced no less than one week in advance. The group will deliberate and then send a proposed funding package to the Executive Committee.
- **Middle – Late April:** The Executive Committee reviews budgets and the funding package and votes on it, sending it to The Forum. The full Forum then votes on the funding package, enacting it with a simple majority vote.
- **July 1:** Allocations are made at the start of the new fiscal year.

**Budgeting Preparation:** Every student organization requesting funding must prepare a budget proposal for the following fiscal year to be submitted to the Executive Committee and presented at the annual treasurer's funding meeting. Organizations should work with their advisors to formulate their budget proposal. Detailing each event, its purpose, and how requested money will be used on the Yearly Budget Form is necessary and will be a required part of training for every Treasurer of a Campus Ministry organization.

**Budgeting:** Each student organization will fill out the budget form with each event they plan to host, including space costs, food costs, and other costs, which should be explained. Organizations will include as much information about each event as possible, with the understanding that details can change during the semester. Budgets will be totaled and submitted to the Executive Committee. **Organizations can request for events as they see fit and as they deem necessary.**

**Excessive Requests:** There will always be a finite amount of money available to be allocated each semester. Should funding requests exceed the amount of funding available, it will be up to the treasurers at the annual treasurer meeting to reduce budgets and requests to decide what to fund. This ensures an open process with input directly from organizations. This also ensures that as much can be funded in full as possible with collaborative agreement about what may be less deserving of funding.

**Bulk Allocations:** Allocations will be made on an annual basis as a lump sum. Requests will be tied to individual events, but once money is allocated, organizations can spend their budgets as they see fit. Organizations are expected to complete all events as scheduled, but have flexibility in their use of funds once they have been allocated.

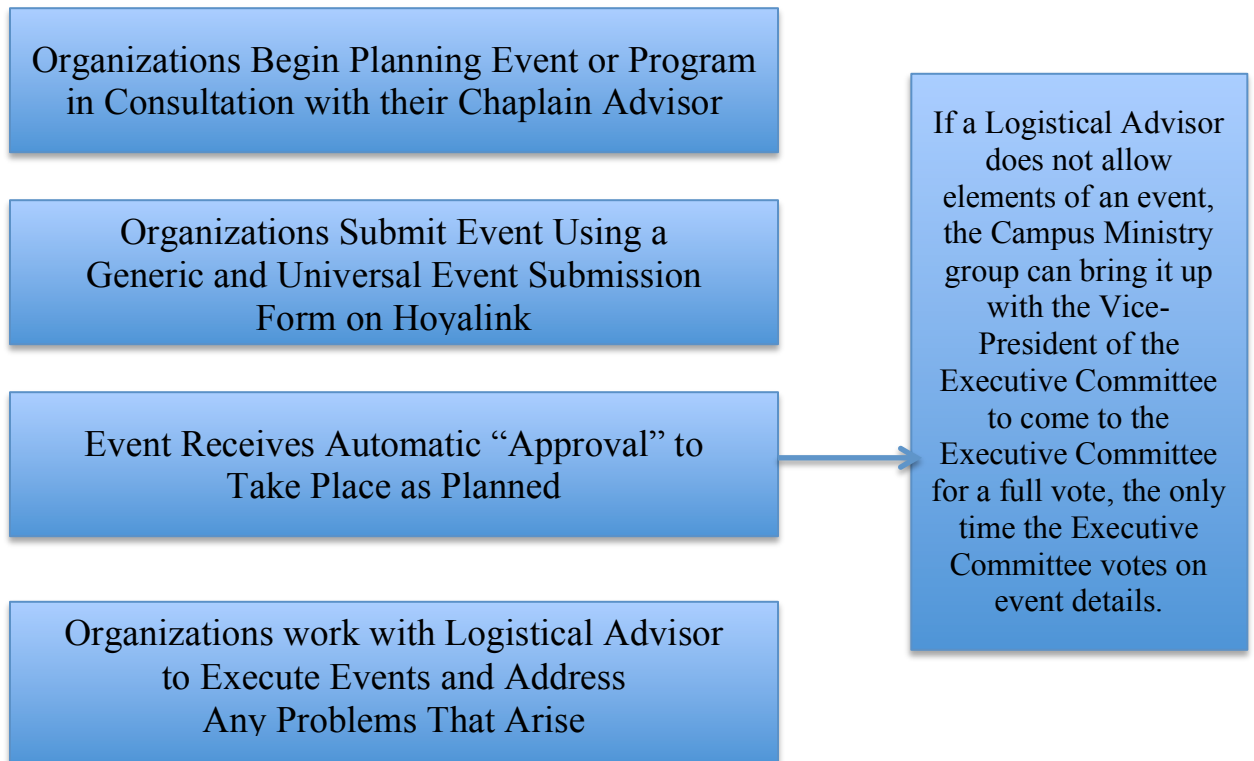
**Ad Hoc Fund:** At the start of the budget process each semester, the Executive Committee will reserve a portion of funding to an ad hoc fund to be allocated during each semester. Campus Ministry organizations can access the ad hoc fund throughout the semester by making a request through the Treasurer. The request will be heard and if the Executive Committee deems it an appropriate use of the ad hoc funding, the allocation will be made mid semester to the group. Generally, ad hoc requests should be reserved for events that have had substantial changes or events that were unanticipated, such as responses to tragedies, new speakers that have become available, etc. The ad hoc fund should not be used for regularly scheduled events that were not budgeted for at the start of the year.

#### **Event Approval Process:**

Campus Ministry student organizations do not need to go to the Executive Committee of the Forum every time they want to host an event. Instead, there will be presumed consent for all events that Campus Ministry student organizations wish to hold. Student organizations will work with the Assistant Director of Student Engagement on the details of their events as they plan to execute them. Through those discussions, the Assistant Director of Student Engagement will raise any concerns that they have.

In some extreme circumstances, organizations may reach an impasse with the Assistant Director of Student Engagement about the details of an event and whether it can proceed as planned. If there is a disagreement, Campus Ministry organizations should approach the Vice-President of the Executive Committee, who will bring the issue up at the next Executive Committee meeting. The Executive Committee will then vote on the issue. This is the only time when the Executive Committee of The Forum will vote on specific event details. Should the Campus Ministry organization not be satisfied with the decision, then a regular appeals process as outlined in the Constitution should be followed.

The event planning and execution process will look as follows:



**Submitting Events:** Despite the presumed consent models, Campus Ministry organizations are required to fill out an event submission form on Hoyalink for every event they plan to hold. The form will ask for basic event details as well as specific points of concern and is to be used by the Assistant Director of Student Engagement to help support Campus Ministry organizations in executing the event. Failure to fill out event submission forms may result in student organization sanctions.

### **Fundraising:**

Internal Fundraising: Organizations are encouraged to fundraise to supplement the funding they receive from Campus Ministry. Funds that groups raise on their own for the

purpose of their own organizations, such as dues or proceeds from events, will be deposited into the organization's cost center and be available for organizations to use on events as they would like assuming the events follow all university and Campus Ministry guidelines. Money that groups fundraise on their own will be deposited separately from money that Campus Ministry chaplaincies fundraise through donations.

External Fundraising: Due to Georgetown University's 501(c)3 status as a non-profit institution, university funding and Student Activities Fee funding cannot be contributed to outside charities or other causes not affiliated with Georgetown University. If Student Activities Fee funding is used to support any event that benefits any cause or charity, all Student Activities Fee funding must be paid back to the group's cost center prior to funds being donated. Only profits from the event can be contributed. Groups must ensure proper accounting to make sure Student Activities Fee dollars are not contributed.

### **Approval of Funding Procedures and Guidelines:**

The above funding policies and procedures shall be enacted through a one half (1/2) affirmative vote of voting members of the Executive Committee present followed by a two thirds (2/3) affirmative vote of voting members present at a regularly scheduled meeting of The Forum.

**Amendments:** Amendments to these funding procedures shall be presented to the Executive Committee of The Forum. They shall be enacted through a two thirds (2/3) vote of voting members at an Executive Committee meeting or two thirds (2/3) of voting members present at a regularly scheduled meeting of The Forum.

### **Other Guidelines:**

#### **Advisors:**

- **Chaplain:** Students organizations must maintain a Chaplain Advisor from Campus Ministry (often the Chaplaincy Director), unless an alternate advisor is permitted by the Managing Director of Campus Ministry.
- **Logistical:** Student organizations must maintain a Logistical Advisor from Campus Ministry (often the Assistant Director of Student Engagement).

**Elections:** In order to ensure continuity, in order to be eligible for funding all student organizations that are members of The Forum will hold elections in the spring semester of each academic year and have the following year's leadership in place by the end of each academic year. All leaders for all student organizations will then be trained together in the fall. This helps the Executive Committee support organization transitions and ensure that information can be effectively communicated to new organization leaders. Appropriate accommodations to this guideline may be made upon request if extenuating circumstances can be demonstrated.

**Hoyalink:** To be eligible for funding and benefits, all Campus Ministry student organizations that have membership in The Forum will be required to create and maintain

a page on Hoyalink. All submission forms for The Forum and the Executive Committee, as well as important announcements about meeting times and locations, will also be posted on Hoyalink. It is the responsibility of each individual student organization to maintain their own page and regularly check Hoyalink for announcements and information.

**Lectures/Guests:** Georgetown University has a rich tradition as a Jesuit institution and as such its religious students, leaders and organizations are highly visible and representative of the Georgetown brand and community to the outside world. This level of visibility necessitates extra support and approval when requesting guest speakers at events for an organization (on or off campus). One of the roles of the advisors and the Campus Ministry appointee on the Executive Committee is to ensure that all speakers and guests of different student organizations have been properly vetted for an event.

**Policies:** Campus Ministry student organizations are subject to all Georgetown University policies governing the activity of student organizations. These policies include but are not limited to the Student Organization Standards, the Speech and Expression Policy, The Residence Life Posting Policy, Serving Alcohol at Student Organization Events, Web Space Use Agreement, Vehicle Operations Policy, Space Use Agreement, Registrar Policies, OCAF Policies, and Travel Policies.

**Trainings:** Every Fall semester there will be two Blueprint Leadership Trainings offered in collaboration with the Center for Student Engagement and the Center for Social Justice. The Treasurer and President, or the equivalent therein, of all Campus Ministry organizations are required to attend the one-day training session.