



Dear Applicant,

Thank you for your interest in applying for funding from the Student Activities Fee for FY21. The Finance and Appropriations Committee is delighted to get to know the unique ways in which your organization, program, or project 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 FinApp a complete picture of the past, present, and projected impact of your organization at Georgetown. The application is organized into seven parts, A through G as explained below. Please be aware that the deadline to submit this form is on **Friday, February 21, 2020 at 6:30 PM**. Your assigned liaison will guide you through the application and will be available to answer questions throughout the application process. If you have questions or concerns about the application process that your liaison is not available to respond, please do not hesitate to contact me at gusafinapp@georgetown.edu.

As you complete your application, please keep in mind that FinApp will likely receive far more requests than the Student Activities Budget can accommodate. While FinApp is unfortunately unable to fund each organization in full, we work rigorously to ensure that each applicant gets enough funding to fulfill their needs and to carry on with its demonstrated impact on the Georgetown community.

FinApp 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. If you have further questions about the timeline, you may access the full agenda [here](#).

Honestly,

Juliana Arias

Chair, GUSA Finance and Appropriations Committee

FY21 Budget Summit
Student Activity Fee Funding Application A

Please email this application and accompanying materials to gusafinapp@georgetown.edu by **Friday, February 21 2020 by 6:30 PM**. This application is divided among the following components:

PART A: INTRODUCTION

Name of Organization: Center for Social Justice Advisory Board of 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: \$161,000.00

PART B: FINANCIALS

Please complete [this Financial Information](#) (A) FY21 excel document and attach it to your email submission. Please note that the Audit previously requested by the Finance and Appropriations Committee is not a substitute of this form. Applications without a complete Finance Information will not be considered for funding.

PART C: BUDGET GUIDELINES

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 in March that includes all planned event proposals and requested funding for the upcoming school year. Next, at a weekend meeting called “ABSO Budget Weekend,” scheduled for the last weekend of March, CSJ ABSO allocates, on a line-item basis, each Student Organization’s budget for the upcoming year. On a line-item basis means we require all of our Student Organizations to indicate how much funding they are requesting for food, space reservation, speaker costs, supplies, etc. for every single event/program they would like to host. We require line-item requests for all ad-hoc requests as well.

For Ad-Hoc Funding Requests, Student Organizations are permitted to request additional event approvals and funds from CSJ ABSO over the course of both Fall and Spring semesters. 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 members to include a faculty member and a staff member external to CSJ. Further, the Center for Social Justice does not provide any funding to CSJ ABSO Student Organizations nor CSJ ABSO. In fact, CSJ ABSO pays for Student Organizations’ usage of CSJ vans at \$45,000 for FY20 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. Approximately one third of CSJ ABSO’s total annual appropriations is comprised of Alternative Breaks Program (ABP), that is \$100,000.00 of our total FY20 allocations which totaled to \$295,562.55. Although the Alternative Breaks Program shares CSJ ABSO’s mission and many of our student organization members participate in ABP domestic trips, and therefore receives funding from CSJ ABSO, they currently seek funding from alternative channels to supplement the costs of their trips. Therefore, CSJ ABSO is not the only source of funding for

ABP. For this reason, CSJ ABSO would primarily cut funding to the Alternative Breaks Program in order to first allocate our resources to Student Organizations. All considered, the Alternative Breaks Program would be cut substantially by CSJ ABSO should our full FY21 funding request is not met.

3. Is there any other information you would like the Committee to consider regarding your organization's budgeting process and guidelines?
 - a. CSJ ABSO provides those groups going through the New Club Development Process the opportunity to request funding or resources for programming. This includes an average of three groups at \$2,000 per group each semester. We believe that this not only ensures the success of our NCD groups during the new club development process, but also aids them in familizing themselves with the CSJ ABSO budget and ad hoc request process.

PART D: IMPACT

Please answer the following questions individually in this document:

1. How did your organization affect student life? Can this be measured?
 - 1.1. 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 (CSJ). 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 21, 2020, three (3) prospective Student Organizations are currently under CSJ ABSO's guidance in the New Club Development Process. There are 1,200+ students who comprise our Student Organizations according to rosters that are updated semesterly. Those members then impact thousands of other students on Georgetown's campus and in the greater Washington, DC, Maryland and Virginia neighborhoods. Importantly, CSJ ABSO strives to foster interpersonal relationships for our student organization members through its funding policies and advising. A common misconception of CSJ ABSO's Student Organizations is that each organization's focus is entirely off of the Hilltop. This is not the case. All of our student organizations host awareness activities on-campus, speaker events, and protests on-campus such as Hoyas for Immigrant Rights who started a march on-campus and walked to Capitol Hill with several hundred students. Additionally, CSJ ABSO's funding policies provide funding for general body

meetings, a minimum of two are required each semester, retreats that often occur on-campus, during which organization members may reflect on the work they are doing and the mission they are fulfilling, and form close bonds with one another, which is central to social justice work.

Undoubtedly, 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 individual women and girls just last year.

Georgetown Ballers, a CSJ ABSO Student Organization newly granted access to benefits a year ago after a successful new club development process, travels to the District of Columbia's youth rehabilitation 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 the rehabilitation center. Georgetown Ballers also hosts speaker events on-campus to bring awareness to the juvenile justice system and ways we as a community can work towards socially just solutions for reform. These are just two examples of many that demonstrate the depth and breadth of CSJ ABSO's forty Student Organizations both on-campus 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 FY21.
 - 2.1. CSJ ABSO currently oversees 40 Student Organizations and the board has three (3) prospective organizations which are completing the New Club Development process.
 - 2.2. Alpha Phi Omega (APO)
 - 2.3. Best Buddies Georgetown
 - 2.4. Caring for Children with Cancer
 - 2.5. College Next Door
 - 2.6. Cristo Rey Tutoring
 - 2.7. DCode
 - 2.8. Georgetown Ballers

- 2.9. Georgetown University Math and Science Hands-On Enrichment (GUMSHOE)
- 2.10. GU Students for Health and Medical Equity (GUSHME)
- 2.11. GirlTalk
- 2.12. GlobeMed at Georgetown
- 2.13. GU League of United Latin American Citizens (GU LULAC)
- 2.14. GU Oncology Patient Support
- 2.15. GU Students Advancing Food Equity (GU SAFE)
- 2.16. Habitat for Humanity
- 2.17. Heroes for Hearts
- 2.18. Hoyas Inspire Language Learners (formerly Young Diplomats of Seaton Elementary)
- 2.19. HoyaTHON
- 2.20. Hoya Helpers
- 2.21. Hoya Taxa
- 2.22. HOPE/Homeless Outreach Programs and Education
- 2.23. Hoyas for Immigrant Rights
- 2.24. Make-A-Wish On Campus
- 2.25. Male Development Association
- 2.26. MoneyThink Georgetown
- 2.27. National Association for the Advancement of Colored People (NAACP)
- 2.28. Native American Student Council
- 2.29. No Lost Generation
- 2.30. Operation Smile
- 2.31. Period Empowerment Project
- 2.32. Prison Outreach
- 2.33. Project Sunshine
- 2.34. Relay for Life
- 2.35. Saint Elizabeth's Outreach
- 2.36. Special Olympics
- 2.37. Stride for College
- 2.38. Sursum Corda Literacy Program
- 2.39. Sweetstrips
- 2.40. Truth and Human Rights in North Korea (THiNK)
- 2.41. UNICEF Georgetown

Spring 2020 NCD Groups are below:

- 2.42. Slow Food by FY 20
- 2.43. International Justice Mission by FY 20
- 2.44. SNUGS (Special Needs Undergraduate Swim Lessons) by FY 20

3. What were significant challenges for your organization over the past year? What were significant successes for your organization over the past year?

3.1. Challenges:

3.1.1. CSJ ABSO requires all Student Organizations to submit line-item budget requests to ensure all programming aligns with our social justice mission. We believe that our groups are so mindful that they have a specific amount to use per event/program, they tend to underspend slightly on events. CSJ ABSO intends to instantiate funding policies for FY21 that ensures that Student Organizations spend their entire allocation. Additionally, CSJ ABSO will keenly review requests for large expenditures during our annual Budget Weekend.

3.1.2. Additionally, a challenge that we faced was the lack of support from our FINAPP liaison during Fall 2019. The appointed liaison attended one ABSO meeting on October 29, 2019, stopped attending meetings, and did not respond to emails inquiring about her absence. In January, our staff Advisor reached out to the FINAPP Chair to report that the liaison had not been attending meetings, and we were appointed another liaison. While our new advisor has been helpful and consistent, not having a consistent liaison since Fall has presented a considerable challenge for us as a crucial role of the liaison is to understand the needs of their advisory board so that they can better advocate for their needs during FINAPP's Budget Summit and appeals process.

3.2. Successes:

3.2.1. CSJ ABSO is proud of the addition of new Student Organizations with diverse missions. At this point in the fiscal year, CSJ ABSO has added League of United Latin American Citizens, GU Students Advancing Food Equity, and Sweetstrips to its roster of Student Organizations. We currently have three additional organizations, as outlined in question two, set to receive full access to benefits by the end of Spring 2020.

3.2.2. As a result of CSJ ABSO's consistent addition of new clubs, in Fall 2019, we expanded the capacity of our board from 10-14 to 12-16 members. This has concurrently resulted in an increase in CSJ ABSO's ability to actively advise our student groups. Prior to our expansion, board members were each assigned 4-6 groups to advise. This occasionally meant that student groups received limited advising and fewer individualized meetings to plan innovative ways to the provided resources.

3.2.3. CSJ ABSO heavily invested in sustainable practices by reducing the use of plastic water bottles purchased by our groups. The board decided to

purchase large water coolers that will be available to groups to use during events. Considering that CSJ ABSO is comprised of 40 Student Organizations, the impact of this is expected to compound greatly. This also fits the Center for Social Justice's mission by addressing environmental justice concerns around plastic waste. Moreover, CSJ ABSO opted to implement a constitutional by-law which states that funds will only be appropriated to t-shirts and merchandise which are ethically sourced.

- 3.2.4. In the previous fiscal year, CSJ ABSO voted to provide additional funding for Student Organizations who work in the broader DC community and order food from Mission Based vendors (which employ, are run by, and/or support people of color, refugees, women and other underrepresented groups). The initial expenditure target for this policy was set to \$5,000. CSJ ABSO actually exceeded this target, and expanded the policy to include all Student Organizations regardless of where the programming is hosted.

4. Do you have any budget concerns for the next five (5) years?

- 4.1. As of Fall 2019, District of Columbia Public Schools (DCPS) instituted a mandate that all volunteers that enter all DCPS schools must have a TB test and background check. We have many groups with several hundred students that volunteer in DPSC schools each year. It was a challenge for CSJ ABSO to determine the best ways to ensure this requirement is fulfilled by all groups, and it continues to be a challenge for us. To ensure there was not a financial barrier, CSJ ABSO set aside \$8,500 to reimburse all TB tests.
- 4.2. 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 to seven groups each academic year continues, then CSJ ABSO will continue to require increasing funding requests from FINAPP. Additionally, 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. While these are great problems to have, they require additional funding from CSJ ABSO.
- 4.3. 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 impact

assessments across our Student Organizations in which they, in conversation with their community partners, can assess if what their programming is actually fulfilling their mission of advancing justice and whether any part of their program should change. As a result of these impact 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.

- 4.4. A concern that the members of CSJ ABSO have come to realize this year has been keeping track of our clubs' (line item) spending. CSJ ABSO recognizes that there have been lapses in that past that contributed to our reserve money growing, in addition to some organizations not taking full advantage of the money being allotted to them, and the unexpected cancellation of large expenditures. For this reason, CSJ ABSO is proactively developing a system of regular audits that will allow for the thorough recording of this spending and give the board a more accurate view of where money should be appropriated. CSJ ABSO is primarily concerned that a substantial break in typical funding will adversely affect successive boards.
5. What level of financial risk does your organization incur? What type of event or circumstance prompts the use of your reserve account?
 - 5.1. 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 fundraisers up to a year from the initial date the loan was granted. Loans for fundraisers typically run less than \$100 each. By occasion, these loans are quite large, and as such, there is an intrinsic risk that, should the recipient default, CSJ ABSO will retain the net loss. The largest loan typically 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, the purpose of CSJ ABSO's reserve account is to cover any defaulted loans or emergencies, as stipulated by Dr. Olson's recommendations. Unfortunately, there is also the intrinsic risk that Student Organizations will become unable to spend allocated funds. When this occurs, CSJ ABSO typically reabsorbs the money. However, if this sum is not able to be immediately reappropriated it is placed into the CSJ ABSO reserve account.

6. How could the Budget Summit process be improved this year? How could relations with GUSA be improved?
 - 6.1. As previously mentioned, this past year we have had little contact with GUSA due to a liaison being absent for the majority of the year so far. We would hope that this could be improved.
 - 6.2. Additionally, more time to prepare this application given the additional work to supply the audit to GUSA of our last three years spending would have been beneficial.
7. If you are requesting more funding for FY21 than FY20, please explain why.
 - 7.1. CSJ ABSO is not requesting more funding for FY21 than it did FY20. For FY20, CSJ ABSO requested \$180,042.96. CSJ ABSO is requesting \$161,000 for FY21. Average expenditures for the last two years have decreased for the Alternative Breaks Program by roughly \$20,000 each year due to unexpected cancellation of several trips. As such, CSJ ABSO has adjusted its funding request to respond to this trend.

PART E: MEASURE OF SATISFACTION

For scaled questions numbered 1 through 5, 1 represents the extremity of a negative experience, while 5 represents a positive one.

1. Do you feel FinApp was able to meet all of your funding needs last year? Please explain.
 - a. FinApp did meet all of CSJ ABSO's funding needs for FY20.
2. How capable were you of promoting your advisory board's agenda and mission given the funding you received? Please have a numeric response from 1 to 5.
 - a. 5
3. How could FinApp have been more sensitive to the clubs within the advisory boards' needs?
 - a. As mentioned above, there has been a question by past FINAPP committee's that CSJ ABSO organizations "only" work off-campus. That misconception devalues the contribution to GU students learning and development and NOT "charity" to the community (a comment past GUSA folks have made in the past). Additionally, the lack of a FINAPP liaison in Fall 2019 proposed a challenge as we missed an opportunity to ensure the liaison fully understands the role of CSJ ABSO and our student organizations on-campus and in the community.

4. How did your funding capabilities this year compare to that of your Advisory Board Group last year? (Less effective, Equally as effective, More effective.)
 - a. Our funding capabilities overall were equally as effective based on each organizations' average spending for the current fiscal year.
5. What feedback did you receive from the organizations you represent? In order to limit negative feedback, consider detailing specific needs from clubs while filling out the budget summit application.
 - a. CSJ ABSO received majorly positive feedback from our organizations regarding ability to meet funding and programming requests. This is largely attributed to the expansion of CSJ ABSO allowed for board members to provide more keen and intuitive advising for organization leadership.
6. Do you think that this year's application has given you the ability to demonstrate your funding requests to the best of their ability? If not, how can we improve this application for future years?
 - a. Overall, this year's application gave CSJ ABSO the ability to appropriately demonstrate our funding requests. A suggested improvement would be an abstract section under part A whereby the organization can summarize it's current and projected fiscal situation. Additionally, additional time to complete this application would have been helpful as we were also responding to GUSA's "urgent" audit requests.
7. Is there anything you would like to add regarding funding that exceeds the scope of this application?
 - a. No, this application is expansive enough to address such concerns.

PART F: COMPLIANCE

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. CSJ ABSO does not traditionally spend from its reserve account as it has been communicated to us that we should not be spending from the reserves without additional authorization.

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.

PART G: CERTIFICATION

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

Funding Request Form Submitted By: Tremelle Lester

Name of Group Student Chair: Tremelle Lester

Signature of Group Student Chair (type your name): Tremelle Lester

Name of Group Advisor: Whitney M. Maddox

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

Date: February 21, 2020

**Contact Email: csjabso@georgetown.edu, tel33@georgetown.edu,
Whitney.Maddox@georgetown.edu**

Contact Phone Number: (202) 615-9619 (cell number of Chair)