



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: Campus Ministry Student Forum (CMSF)

Mission of Organization: The Campus Ministry Student Forum acts as an organizing body for Campus Ministry student organizations. The Forum brings student leaders together to share best practices, collaborate on programming, work collectively on issues facing Campus Ministry student organizations, and represent Campus Ministry student organizations to the rest of Georgetown University. The Forum consists of the Presidents of each student organization, while the Executive Committee is elected from among the full membership of all student organizations to oversee daily administration and operations. The Forum is intended to support student-driven programming and operate concurrently with other Campus Ministry and faith-based programming on campus. Further, the Forum serves to strive towards creating equity and transparency for its organizations, enabling them to focus on best serving their communities.

Total Amount of Funding Requested: **\$25,816**

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 for 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).*

In advance of the Budget Summit, the treasurer of each CMSF organization creates an initial tentative budget for the upcoming year. The budgets are reviewed by the Treasurer of the Forum and returned back to the organization's treasurer for revisions to ensure responsible spendings. Each organization goes through at least one round of revisions, though some organizations have more. In March, after the final determination of distribution is made by the GUSA Financial Appropriations Committee, the Forum releases CMSF's total budget number to the student organizations. The treasurers re-submit their budget requests and the Treasurer of the Forum convenes a meeting of the treasurers of all the organizations to deliberate on the distribution of funds. This meeting is open to the public. The budget packet is then approved by the Executive Committee and the Forum.

2. *If your full funding request is not met, what is the process in place to determine cuts to group budgets or programming?*

Regardless of if the full funding request is met or not, the treasurers of all the CMSF organizations will meet to discuss the distribution of funds. In the case that the funding request is met, they approve the distribution determined by the pre-approved budgets. If the funding request is not met, they distribute the cuts, through equal percentage cuts. A less than full funding request, however, could severely limit the programming of the CMSF organizations, as their budgets have already been thoroughly reviewed and narrowed.

3. *Is there any other information you would like the Committee to consider regarding your organization's budgeting process and guidelines?*

The Campus Ministry Student Forum has a rigorous budget process, and is able to provide significant oversight due to the small size of our advisory board.

Protestant Student Association and Georgetown University Christian Athletes received acceptance into the NCD just recently, so there was insufficient time to complete the full budgeting procedures with them. By the time of the budget summit, they will have undergone the full budget process and will be able to provide a breakdown of their expected spending.

PART D: IMPACT

Please answer the following questions individually in this document:

1. *How did your organization affect student life? Can this be measured?*

Interreligious understanding has been a crucial tenet since the core of our University's founding. To support that tenet, The Campus Ministry Student Form emerged in response to the

need for organizational support from our student led faith organizations. The CMSF oversees the funding and event operations of our 11 organizations so that they may meet the spiritual needs of their communities. The CMSF serves as a way to nurture students in their faith while providing them with a secure and affirming community. From the current political climate to natural disasters or tragedies that have impacted the homes and hearts of many students; the spiritual identities of our students are now more salient than ever. The need for shelter from the intolerance and acts of bias on our campus are just some of the ways the CMSF is a source of comfort and strength.

We represent, through our 11 groups, over an eighth of the student body. Our largest organizations are the Muslim Student Association, the Jewish Student Association, and the Hindu Student Association. Combined, they reach hundreds of students within their faith traditions and many outside of their faith traditions. Our smaller organizations, like the Latter Day Saints Student Association and the Sikh Student Organization, operate and serve their communities with no institutionalized support. The CMSF makes it our mission to use our resources and budgetary allocation to help our organizations, regardless of size, and their respective communities seek out meaning, purpose, and belonging on this campus. The CMSF also remains committed to creating inclusive communities on campus, by extending our reach to students who may belong to no particular faith tradition and students who may be on their own faith journey. For example, the Buddhist Student Association leads meditations open to everyone, Buddhist or not. Everyone is welcome to meditate and engage in contemplation aimed at self-improvement and self-awareness without any overt religious prescriptions. Additionally, there are members of organizations such as the Muslim Students Association and Jewish Students Association who may not identify as Muslim or Jewish, but still find solace in the religious and cultural traditions of these groups. Our larger events like Eid, Garba, Hanukkah dinners and Ramadan interfaith Iftars, draw students from all identities, all backgrounds to learn about these communities and traditions.

The structure of the Forum also facilitates community-building within our organizations. The Presidents of each student faith group and the CMSF Executive Board meet monthly, developing organic relationships between leaders and building a collaborative environment that encourages the sharing of ideas and goals. This space, along with the Campus Ministry Leadership Retreats in the Fall and Spring, allows for meaningful interfaith dialogues as well as improvements to individual group efficiency and overall functionality. The CMSF Whip position has also contributed to cross-organizational ties by meeting with the leaders of our student groups at least once a semester to get the pulse of the community and raise common struggles to the CMSF Executive Board. This feedback is then used to structure discussions at upcoming CMSF Forum meetings and determine if more support is needed from the CMSF Executive Board. We have thus seen our role expand and evolve to better serve our individual groups

through reflection and evaluation without overstepping by implementing programming ourselves. The Campus Ministry Student Forum continuously evolves to best serve the needs of Georgetown students in terms of the spiritual journey through the profound work of our organizations.

2. *How many clubs/groups compose your organization? Please list them, noting especially any clubs/groups added (or planned to be added) within FY21.*

The CMSF is composed of 11 organizations. Our organizations are divided into two categories, access to benefits or non- access to benefits, as defined by the university. Our six organizations with access to benefits are the Buddhist Student Association (BuSA), Hindu Student Association (HSA), Muslim Student Association (MSA), Jewish Student Association (JSA), Orthodox Christian Fellowship (OCF) and Women in Faith (WIF). The five organizations that are non access to benefits are: Catholic Women at Georgetown, GU Sisters for Christ, Knights of Columbus, the Sikh Students Organization (SSA), and Latter Day Saints Student Association (LDSSA). CMSF has an arrangement with our non access to benefits organizations, whereby they are granted access to benefits in all respects except access to the student activities fee funding.

We also have two organizations that were accepted into the New Club Development process, the Protestant Student Association (PSA) and the Georgetown University Christian Athletes (GUCA). Upon successful completion of the NCD requirements this semester, they will enter CMSF as a fully access to benefit organizations.

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

Many of our organizations, such as the GU Sisters 4 Christ, the Knights of Columbus and the Hindu Student Association, have significantly increased their membership in the past year. This is a considerable success and demonstrates the essential role these organizations play on campus. However, growth has also brought new challenges. Over the past year, our Campus Ministry organizations have been facing the challenge of retaining a very large surge of membership amidst other challenges. Many of our groups, such as the Muslim Students Association (MSA) and Jewish Students Association (JSA), have faced hateful rhetoric both inside and outside the Georgetown community, prompting a surge in membership from students with diverse religions.

Planning religious events and community bonding events has become even more important as these groups become a space for students to process and heal from the events

occurring around them. In the midst of this our student leaders have been faced with the challenge of ensuring that everyone feels at home and planning events that will resonate with students across the religious spectrum ranging from devout to spiritual to culturally connected.

JSA especially has faced challenges in regards to supporting a large flux of new members coupled with the largest turnouts at bagel brunches. Due to active membership and working hard on creating a large volume and variety of events, the JSA found themselves regularly running out of food at events. Through dealing with these challenges amidst trying to create an intimate space for Jewish students to exist, the JSA is striving to bring structure to their board to allow more students to be engaged, as well as continue its diverse programming.

The MSA has faced similar challenges. Unfortunately, hateful political rhetoric has continued to impact their community. MSA leadership has responded by engaging with their community in new and diverse ways, as well as continuing traditional programs. Their biggest successes has been the number of new and active members that have brought new perspectives to the organization and through their help the MSA has been able to raise awareness and invited speakers to talk about Islamic Relief, a charity organization. Some other challenges for the MSA have been finding spaces sufficiently large to accommodate their biggest events. The construction on the Masjid in VCW was difficult to work around seeing as they lost their primary space for a large portion of the year. But, graciously, they are excited to use the space now for events and prayers in preparation for Ramadan. Next year, the entire month of Ramadan will fall within the academic year as well as Eid al Fitr. For the next ten years Ramadan will continue to fall within the school year and as membership grows, the MSA aims to support all their members in their religious traditions as they are separated from their families and communities. Our Muslim community find comfort among each other. Across our campus the MSA will join together during their holiest month with prayer, reflection and study. One of our main goals is to ensure comfort for our Muslim community as on a college campus a lot of norms go against what they practice.

The Hindu Student Association has also been examining its role on campus to better determine its niche. The Garba and Diwali celebrations were incredibly well-attended, with over 200 people participating. Additionally, there is continued engagement across class years and interest in board positions. They have had tremendous success in engaging new members. Increased members also means increasing programming, so in the for the rest of the semester HSA is committed to hosting more interfaith events and community service related events.

The Buddhist Student Association has also been revamping their programming to engage with their community more deeply. They have tried offering programming that appeals to each tradition within Buddhism. They are the CMSF organization with the most diverse range of

members and have historically struggled to achieve a balance between teaching students about Buddhism and maintaining spaces for students who are only interested in meditation. To address these issues, BuSA went through a board re-structuring to increase the capacity of the board and added new positions. They also now have access to members of the Sangha (clergy) on campus for advice and to lead programming. They also have led events such as Mindful dinners, textual discussions, and meditation with boba allowing students to engage with the community in a plethora of new ways. This has helped them create a community that focuses on cultivating compassion by offering these events to those who are suffering from the stress of the academic year and perhaps with mental health.

The Orthodox Christian Fellowship (OCF) also saw an increase in membership for what is usually a small community. More and more students have been coming to programming and worship services. They aimed to represent the Orthodox community on campus and hold celebrations for their major holidays, but also use their events as an opportunity for non-Orthodox students to learn more about their faith.

Women in Faith have provided an interfaith space for anyone who identifies as femme and may not fall within traditional ministries or categories. They are a home for those of no spirituality, any mixed form of spirituality, questioning or allies as long as they believe in the empowerment of femme voices in religion, faith and spirituality. WiF allows undergraduate women to connect in a network of solidarity across spiritual lines. As this is their first year after completing NCD, their main challenge has been branching out of the founding leadership. They aim to expand their board and provide more diverse events and programming.

Despite these challenges, our organizations have also achieved many successes. The Hindu Student Association has recruited one its largest freshman class to date and has expanded its programming with religious holidays such as Spring garba. Furthermore, under the guidance of Brahmachariji, the Sikh Student Association has received large sums of support from other organizations within CMSF and have had successful interfaith programming.

Across the board, despite the external turbulence, this has been a successful year for the Campus Ministry Student Forum organizations.

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

The current political climate and uncertainty, including the rise in hate crimes against religious minority groups, has led many students to return to faith communities they were raised with or explore their spirituality in a new way. Over the course of the next five to ten years, CMSF expects that our organizations will continue to grow. The increased membership will

create new budgetary costs, including the cost of renting sufficiently large spaces for programming and funding programming to fulfill the spiritual needs of the expanded communities. Additionally, groups will need to fund innovative programming to address the concerns of the broader religious communities and reach more students by understanding the intersection of politics and religion.

Starting last year, Ramadan overlaps with the school year and will continue to fall during the school year for at least the next ten years. The Muslim Student Association will need increased funding to cover the expanded programming during their holy month. Additionally, with the addition of new organizations, our budget will likely continue to increase, as they attract new members and increase programming.

5. What level of financial risk does your organization incur? What type of event or circumstance prompts the use of your reserve account?

The financial risk incurred by CMSF is similar to that incurred by other Advisory Boards. Primarily, CMSF's risk corresponds to the collective risk of our organizations. CMSF has a thorough body of procedures in place, however, to mitigate such risks, including an event approval process to ensure availability of funding and adherence to university policies. Spending is only authorized after an event is approved. Moreover, the Forum has a thorough sanctions process that maintains accountability and responsibility of funding. The Forum also has a tracking process to ensure better oversight, each organization is responsible for updating a spreadsheet with all their purchases as soon as purchases are made. The Forum Treasurer, President, and Advisor have access to the spreadsheets to ensure oversight.

Groups also have access to the Ad Hoc Fund, which is available to all organizations within CMSF. The Fund is separated into one for access and non-access to benefits organizations. GUSA funds the former, while the office of Campus Ministry funds the latter. The Fund offers organizations the ability to request funds for unexpected expenses without it affecting the quality of their programming plans. To ensure equity, there are limits placed on the annual utilization of this fund. The Fund is also relevant as it is the source of funding for NCD organizations as well as for any organizations in restoration.

6. How could the Budget Summit process be improved this year? How could relations with GUSA be improved

The Campus Ministry Student Forum has developed a great working relationship with our Fin/App liaison. Our current representative has attended every single one of our CMSF Board meetings and has made it a priority to better understand our individual clubs. In addition,

he has been very responsive to our questions and concerns regarding GUSA and the Fin/App process; he met with us twice prior to the Budget Summit to support the development of this application. CMSF is greatly appreciative of our Fin/App representative for the work that he has done as a liaison between our organization and GUSA.

7. If you are requesting more funding for FY21 than FY20, please explain why.

Campus Ministry Student Forum is requesting slightly more funding for FY21 than in FY20. The increase is due to the expansion in membership in nearly all of our organizations. The Buddhist Student Association, in particular, has increased membership and is looking to further expand participation among those who grew in Buddhist communities, including temple visits. Additionally, organizations such as MSA, HSA and JSA need an increase in funding to accommodate the increased attendance at their large holiday celebrations which require significant funds. Facing a rising number of hate crimes nationally these organizations serve an increasingly essential role on campus to provide space for vulnerable communities. Without the requested funding, these organizations will not be adequately able to serve the increasing needs from their communities.

Additionally, the Protestant Student Association and Georgetown University Christian Athletes are currently going through the NCD process. We need to expand our budget to accommodate these new organizations. We consistently have new clubs applying through NCD and want to ensure that our campus can be religiously representative by allowing these clubs support and funding through CMSF.

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.

Though we did get an increase from the past year FY19, we still received 10% under what we requested. The Forum believes that with the current political climate coupled with the climate of uncertainty has led many students to engage more deeply with their spirituality. CMSF expects that our organizations will continue to see increases in membership. In addition to students who are already part of a faith community and newcomers, our groups saw an increase in students who were exploring spirituality. Programming costs will increase as our organizations strive to incorporate all new students and their diverse spiritual needs. Additionally as our groups grow, so will their expenditures regarding space costs (as they move to larger

spaces), food expenditures, and transportation costs to spiritual centers and community service organizations in the DC area.

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.*

About 4-5. The Forum, through informal conversation and facilitated dialogue, has been able to so much with very little since its founding. The Executive Committee works with each organization individually to provide them with the necessary resources and information to better structure the next year based on their funding and provide needed support. The Campus Ministry Student Forum continuously evolves to best serve the needs of Georgetown students in terms of the spiritual journey, through the profound work of our organizations.

3. *How could FinApp have been more sensitive to the clubs within the advisory boards' needs?*

By putting into perspective that our organizations serve the needs of the entire campus. They promote the moral and spiritual growth of our campus and not only represent their respect religious traditions but also the activities of others. At a Catholic University, it is uniquely important to safeguard the religious freedom and personal spiritual welfare of all students. Our organizations provide opportunities on campus for everyone, regardless of religious affiliation and prior experience or knowledge, to engage with and learn about these communities. At these events you will find people laughing, eating and talking about relevant issues to our campus. Consider these spaces that foster connections for us to share and connect with each other, which ultimately leads to a caring environment for the students on this campus, many of whom may not have found communities outside of CMSF organizations.

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.)*

The Campus Ministry Student Forum has a rigorous budget process, and is able to provide significant oversight due to the small size of our advisory board. Generally, we have always been effective in our funding capabilities. This year is more so than past years, but, we are always refining our process to better support our organizations.

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.*

The common feedback received across all of our organizations are concerns about increased membership and the demand for more events and programming. The Muslim Student Association follows the Lunar Calendar, and will have holidays fall within the school year which Georgetown has not seen since 2008. The holiday will continue to fall within the school each year and require provisions such as food for iftar. As membership has been growing and will continue to grow, the MSA hopes to continue to support their community. Our Jewish Students Association has successfully had some of the most engaging programming this year than years prior. With active membership at an all time high, the JSA found themselves regularly running out of food at events and needing to slow down programming which has been frustrating for the board and membership. The Hindu Students Association has received a lot of feedback on events that their community would like to see in the future and plans on implementing them. They have committed themselves to hosting more interfaith events and community service related events which have already been lined up for the spring semester and will continue as tradition for the future.

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?*

The Budget Summit has largely been a positive experience for the Campus Ministry Student Forum this year, as well as in past years. The only recommendation the Forum would offer is that the Applications be made available in a more accessible manner and on the published date.

7. *Is there anything you would like to add regarding funding that exceeds the scope of this application?*

Our organizations and their student leadership have shown some of the amazing perseverance that our campus has seen and have been great stewards of their finances. Some of our students do not have communities outside of their respective CMSF organizations. It helps to have that community as a support system on a campus that is not representative of many students. Many of our communities are vilianized and islamophobia impacts our Sikh, Muslim, Hindu, and Jain students. Interreligious commitment is in our very founding, and in ways that are core to Georgetown's mission.

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.*

CMSF intends to comply with the 6-point reform by implementing the following plan in the event of surplus funds: At the end of the year, all remaining reserves for each Campus Ministry group will return to the Forum's account and will carry over in FY 2021. The remaining money will supplement the ad hoc fund for F221. It will benefit all Campus Ministry groups with access to benefits, as needs arise. We will not return the funds as all planned budgetary needs will be addressed during the budget allocation meeting in mid-April.

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.*

In compliance with the 6-Point Reform, there is an appeals process in place outlined in the CMSF Constitution Article X: "Procedures," Section B: "Voting," subsection b reads: "Any student organization can appeal a vote of the Executive Committee or the Forum in writing within one week of being notified of the result of the vote. Appeals are first heard and adjudicated by the Executive Committee. Following a vote of the Executive Committee, an additional appeal can be made in writing to the Forum within one week of being informed of the result. The decision of The Forum is the final decision of the appeal." This is applicable to budget allocations, as budget allocations are approved by votes of the Executive Committee and the Forum itself, as outlined in the CMSF "Procedures and Guidelines" document.

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.*

In compliance with the 6-Point Reform Plan, the budget allocation process for CMSF student groups proceeds as follows: The CMSF student groups with access to benefits meet to negotiate and allocate a portion of the money the CMSF receives from GUSA before the end of each Fiscal Year to serve as the group's lump sum budget for the next Fiscal Year. The budget is proposed to the advisory board by the treasurer of the Campus Ministry student group in mid-March, it is reviewed and edited in a meeting with all Campus Ministry student group

treasurers in mid-April, and approved by the CMSF Executive Committee and then the Forum itself by simple majority vote. This process is outlined in the “Budget Process” section of the CMSF “Procedures and Guidelines” document.

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.*

In compliance with the 6-Point Reform Plan, the secretary of the CMSF records the minutes of all CMSF meetings and uploads documents to the CMSF Hoyalink page. All CMSF meetings, which occur once a month, are open to the public. As of February 20, 2020 the minutes of all CMSF and CMSF Executive Committee meetings to date are available.

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.*

In accordance with the 6-Point Reform, members of the Campus Ministry Student Forum are directly accountable to their constituents and the student body in general, as outlined in the CMSF Constitution. Article VIII of the Campus Ministry Student Forum Constitution details the rules for election of officers. It stipulates that all Executive Committee officers are directly elected by the head of each Campus Ministry group. Furthermore, it mandates that no one may hold an Executive position for more than one term (a year) and that no position on the Committee can be held by members of the same faith group two years in a row. Article IX governs the removal and censure of officers, and it allows members of the Forum to request the censure or removal of executive officers following a fair hearing and $\frac{2}{3}$ vote of members of the Forum. By being directly elected and censured by the heads of Campus Ministry student groups, members of the advisory board are entirely accountable to their communities.

6. *Clubs have reasonable control over all funds that they fundraise outside of the normal allocations process.*

In agreement with the 6-Point Reform plan, the CMSF gives student groups full control over all funds they raise independently, provided that they do not violate Campus Ministry or Georgetown University policies. The document outlining Procedures and Guidelines for the CMSF stipulates that “organizations are encouraged to fundraise to supplement the funding they receive from Campus Ministry...[the funds they raise will be] available for organizations to use on events as they would like assuming the events follow all university and Campus Ministry guidelines.”

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: Campus Ministry Student Forum

Name of Group Student Chair: Nohad Wahab

Signature of Group Student Chair (type your name): Nohad Wahab

Name of Group Advisor: Madeline Vitek Memenza

Signature of Group Advisor (type your name): Madeline Vitek Memenz

Date: 02/21/20

Contact Email: nw370@georgetown.edu

Contact Phone Number: 973-634-8654