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 gusafinanceandappropriations@gmail.com by **Friday, February 14, 2020 at 5:00 pm.**

**PART A.**

Name of Organization:

Mission of Organization:

Total Amount of Funding Requested:

**PART B.**

Please fill out the Application A Financial Information excel document.

**PART C.**

Please attach a copy of the budgeting guidelines used by your organization for any and all purposed.

**PART D.**

Please answer the following questions individually:

1. How did your organization affect student life? Can this be measured?
2. How many clubs/groups compose your organization? Please list them, noting especially any clubs/groups added (or planned to be added) within FY18.
3. What were significant challenges for your organization over the past year? What were significant successes for your organization over the past year?
4. Do you have any budget concerns for the next 5-10 years?
5. What level of financial risk does your organization incur?
6. How could the Budget Summit process be improved this year? How could relations with GUSA be improved?
7. If you are requesting more funding for FY19 than FY18, please explain why.

**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.

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.

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.

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.

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.\*

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

\*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:**

**Name of Group Student Chair:**

**Signature of Group Student Chair (type your name):**

**Name of Group Advisor:**

**Signature of Group Advisor (type your name):**

**Date:**

**Contact Email:**

**Contact Phone Number:**