GUSA Finance & Appropriations Committee

**FY19 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 **Tuesday, February 13, 2018 at 5:00 pm.**

**PART A.**

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: **$16,565.00**

**PART B.**

Please fill out the Application A Financial Information excel document. **See Spreadsheet**

**PART C.**

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

**PART D.**

Please answer the following questions individually:

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

From its very beginnings, interreligious understanding has been a core tenet of our university. The Campus Ministry Student Forum advances this tenant by supporting and overseeing the funding, as well as operation of our 11 student groups so that they may meet the spiritual needs of their faith communities. From the current political climate to the natural disasters that have impacted many students’ homes, the spiritual identities of students are now more salient than ever as they provide a source of comfort, strength, and community. Our religious groups started serve as shelters from intolerance and acts of bias on our own campus.

We represent, through our 11 groups, over an eighth of the student body. From the largest groups like the Muslim Student Association, Jewish Student Association, to the smaller groups like the Latter Day Saints Student Association or the newly formed Sikh Student Organization, we hope to use our resources and budgetary allocation to help student seek out meaning, purpose, and belonging. While there is a clearly a distinct spectrum of participation among the members within each of our groups, we remain steadfastly committed to being inclusive communities on campus that draw upon the Ignatian tradition of meeting students where they are on their own spiritual journeys. This means that our reach exceeds to students who may belong to no particular faith tradition. For example, students in the Buddhist Meditation Sangha, whether Buddhist or not, can 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 Hindu Students Association and Jewish Students Association who may not identify as Hindu or Jewish, but still find solace in the cultural traditions of these groups. Finally, we have also seen many students of various traditions attend worship services and other programs of groups like the Muslim Student Association and the Jewish Student Association in order to demonstrate their solidarity with these communities on our campus.

The structure of the Forum also facilitates community-building within our organizations. The  Presidents each student faith groups and the CMSF Executive Board meet monthly--allowing for organic relationships to develop between leaders and a collaborative environment that encourages the sharing of best practices. 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. This CMSF Whip has also contributed to this my meeting with the leaders of our student groups at least twice a semester to get the pulse of the community and bring back 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 planning or implementing programming ourselves.

1. *How many clubs/groups compose your organization? Please list them, noting especially any clubs/groups added (or planned to be added) within FY18.*

CMSF is currently composed of 11 organizations. These are divided into groups with and without access to benefits, as defined by the university. The five groups with access to benefits are the Buddhist Meditation Sangha (BuMS), Hindu Student Association (HSA), Jewish Student Association (JSA), Muslim Student Association (MSA), and Orthodox Christian Fellowship (OCF). The five groups without financial access to benefits are: Catholic Women at Georgetown (formerly known as Catholic Daughters of the Americas), GU Sisters for Christ, Knights of Columbus, the Sikh Students Organization, and Latter Day Saints Student Association. CMSF has an arrangement with the latter grouping, whereby they are granted access to benefits in all respects except access to the student activities fee funding.

This semester, a Sikh Organization went through the New Club Development process and was approved. Since they have less than twelve members, they will join the groups without financial access to benefits. We do not anticipate them gaining more than twelve members and becoming access to benefits in FY19. However, this could be a possibility in the future as Sikhs on campus learn of the Sikh Students Organization and prospective Sikh students choose Georgetown due to its capacity to support their spiritual needs through the Sikh Student Organization.

In addition, we put the GU Christian Athletes in restoration this semester as well. They were an access to benefits club. However, due their status in restoration, they are not a part of our budget in FY18. Due to a lack of student engagement, we do not anticipate leadership that would bring them out of restoration in FY19.

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

Over the past year, our Campus Ministry organizations have been facing the challenge of retaining a very large surge of membership amidst other challenges. As many of our groups, such as the Muslim Students Association (MSA) and Jewish Students Association (JSA), have faced hateful rhetoric both inside the Georgetown community and outside it, they have seen a surge in membership with students from 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 in recent memory at Shabbat. They have faced these challenges amidst also trying to create an intimate space for healing after the swastikas that were found in LXR. The JSA have created a committee structure on their board to allow more students to be engaged, as well as continued its diverse programming--ranging from Bagel Brunches to Two Jews Three Opinions (a scholarly debate). 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. They have invited speakers to talk about the Rohingya crisis, created a homeless outreach team for the Sant'Egidio First World Day of the Poor, hosted podcast parties about Feminism in Islam, and hosted workshops about sexual assault led by Muslim therapists. This has led to their community growing with new underclassmen and upperclassmen who have new ways to engage and heal within the community.

The Buddhist Meditation Sangha has also been revamping their programming to engage with their community more deeply. Though their community attracted new members, they also lost old members who wanted more than just weekly meditations. 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 mediation. To address these issues, the Buddhist Meditation Sangha went through a board re-structuring to increase the capacity of the board and added new positions. They also added new events such as Mindful dinners, textual discussions, and movie nights which have helped them create a community outside of just mediations and allowed students to engage with the community in a plethora of new ways.

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 Vespers. However, they lost their chaplain in the fall semester. As the binding figure in their community for years, this was truly a loss. OCF student leaders took this as an opportunity to look inward and have engaged in community dialogues to determine what concerns their community has. One change their community wanted was to replace Interfaith Sandwich with Refugee kit making. This connects well to current events and the cultural identities of the students.

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, we added a new Sikh organization and are looking to support religions from all over the world.

In addition, the emphasis on interfaith dialogue between our groups has resulted in programming that has engaged not only every single student faith organization on campus, but has also impacted the broader campus community. An example of such programming is the Interfaith Week that occured last fall. All of our faith organizations had open house services during this week along with interfaith dinners centered around prominent scholars. Our organization’s services are always open to everyone, however this branding for Interfaith week helped make the services more accessible to those who may be intimidated of attending a new service. Though exact numbers are hard to determine, services such as Puja, Shabbat, and Jum’ah were overflowing--with students pushed all the way to the door. Events throughout interfaith week allowed students of all backgrounds to hear new perspectives on faith and engage in respectful dialogue.

1. *Do you have any budget concerns for the next 5-10 years?*

The current political climate coupled with the climate of uncertainty it has created, has led many students engage more deeply with their spirituality. In the next five to ten years, 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.

1. *What level of financial risk does your organization incur?*

The financial risk incurred by CMSF is essentially 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. Moreover, the Forum has a thorough sanctions process that maintains accountability and responsibility of funding.

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 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 undergoing restoration.

In regards to the funding process after GUSA’s Budget Summit, CMSF will hold a meeting, which is open to our Fin/App liaison, for the treasurers of all organizations in order to reach an equitable distribution of allocated funds. Afterwards, the presidents of these organizations will vote upon the proposed allocation. After the vote passes, the funds are allocated to their respective cost centers and become available for usage in the next fiscal year. In terms of financial abuses, including “maintaining outside accounts, spending university funds on unapproved events or for unapproved items, inappropriately signing contracts, or any violation that may incur a financial loss to the University or others, such as damage,” CMSF has the power and breadth to enact sanctions. These can range from a letter of reprimand to review and potential revocation of access to benefits. The full process is detailed in our Sanctions document, made available to all organizations during Blueprint and on the CMSF Hoyalink page. With these measures, student groups are able to exercise their autonomy while ensuring a responsible use of their funds.

1. *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, she has been very responsive to our questions and concerns regarding GUSA and the Fin/App process; she met 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 she has done as a liaison between our organization and GUSA.

In regards to the Budget Summit process, CMSF would appreciate a greater level of transparency and communication from GUSA, particularly with regards to the timeline of the process. CMSF would like to see the dates of the application release, application deadline, and the Budget Summit itself released earlier in the year.

1. *If you are requesting more funding for FY19 than FY18, please explain why.*

This year, CMSF is requesting less money for FY19 than FY18. GU Christian Athletes, who will not be requesting funding for this year, had a budget of $1,160 for FY18 so the decrease in the amount we are requesting exceeded their budget. Our groups are growing and are in need of additional resources, therefore, the individual amounts each group requested went up from FY18. However, the Buddhist Meditation Sangha is currently undergoing a restructuring which has resulted in less programming. As a result, CMSF significantly decreased the Buddhist Meditation Sangha budget for FY19. Additionally, we are anticipating a higher rollover this year and this has factored into our request.

**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.

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 bounce back into the advisory board’s account and carry over into 2019. We plan on using this remaining money to supplement the ad hoc fund for FY19 so that it may serve to benefit the Campus Ministry groups with access to benefits, as the need arises. We will not return excess funds to the groups which they came from, as we will address all of their planned needs for FY19 at 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 2, 2018, the minutes of all CMSF and CMSF Executive Committee meetings to date are available. CMSF meeting dates and locations are posted on Hoyalink, making them easily accessible to the public.

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 all participating members of the Forum, as well as the head of each Campus Ministry group who is a voting member. 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 ⅔ 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.”

**CERTIFICATION:**

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

**Funding Request Form Submitted By:** Megan Patel (mp1247) and Aristides Hadjipanteli (anh60)

**Name of Group Student Chair:** Megan Patel

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

**Name of Group Advisor:** Aaron Johnson

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

**Date:** 02/13/2018

**Contact Email:** aaron.johnson@georgetown.edu

**Contact Phone Number:** (202) 687-8871