

Dear Applicant,

Thank you for your interest in applying for funding from the Student Activities Fee for FY20. The Committee is excited to spend time getting to know the unique ways that your organization 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 the Committee a complete picture as to the past, present, and projected impact your organization makes on student life. The application is organized into five parts, A through E, explained in detail below. Your assigned liaison will guide you through the application and will be available to answer questions throughout the application process. Additionally, the Committee will hold two informational sessions to provide a comprehensive overview of the process. The Committee will also hold office hours during the duration of the application period. Please refer to the email announcement of this application for specific dates and locations.

As you complete your application, please keep in mind that the Committee will likely receive far more requests than the Student Activities Fee can accommodate. This fact necessitates the Committee make near-impossible judgements regarding the positive impact that each dollar allocated can make to enhance student life. Thus, the Committee carefully assesses each application based on the organization’s demonstrated impact on the Georgetown community.

The Committee 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.

Best Regards,

Hayley Grande

Chair, GUSA Finance and Appropriations Committee

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 gusafinapp@georgetown.edu by **Sunday, February 10, 2019 at 11:59 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: **$20,462.00**

**PART B.**

Please complete the Financial Information (A) FY20 excel document and attach it to your email submission.

**PART C.**

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 distribution of funds. This meeting is open to the public. The budget packet is then approved by the Executive Committee and the Forum.

1. 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.

1. 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.

Women in Faith received acceptance into the NCD only two days before the budget proposal was due, 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.**

Please answer the following questions individually in this document:

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

Interreligious understanding is a foundational tenet of our university. The Campus Ministry Student form plays a fundamental role in upholding this tenet by supporting and overseeing the funding and operations of our 10 student groups so that they can successfully meet the spiritual needs of their faith community. Through political and personal turmoil, our religious groups can provide spaces of comfort, strength, solidarity and community.

We represent, through our 10 groups, over an eighth of the student body. Our largest groups, the Muslim Student Association, the Jewish Student Association, and the Hindu Student Association each reach hundreds of students, including many outside their respective faith traditions. Our smaller organizations, such as the Latter Day Saints Student Association and the Sikh Student Association, serve communities that receive zero institutionalized support or recognition. Regardless of size, we strive to use our resources, and budgetary allocation, to help students seek out meaning, purpose and belonging. We remain committed to fostering inclusive communities, and serving students wherever they may be on their faith journey, including those not belonging to a particular faith tradition. The Buddhist Student Association, in particular, leads meditation open to those of whatever background and experience with meditation. Additionally, large events such as Garba, Eid or the Hannukah party, draw students from all backgrounds to learn about the celebration and traditions.

The Forum inherently fosters interreligious exchange within its structure. The Presidents of the various organizations build strong bonds with each other and the members of the Executive, through monthly meetings and Campus Ministry Leadership Retreats in the Fall and Spring. Through informal conversation and facilitated dialogue, the Presidents learn from one another in terms of organizational best practices, as well as interfaith understanding. Presidents also meet with the CMSF Whip on a semesterly basis to share with the Executive Committee any successes, concerns or feedback they may have. The Executive Committee uses that information to better structure future meetings 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.

1. How many clubs/groups compose your organization? Please list them, noting especially any clubs/groups added (or planned to be added) within FY19.

CMSF is currently composed of 10 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 Student Association (BuSA) (formerly known as the Buddhist Meditation Sangha), 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 Student Organization, and the 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.

The Sikh Student Association went through the New Club Development process last year. During the fall semester, there was no leadership for the organization. However, the club has been revived and will continue to operate under the special arrangement CMSF has with other similar groups. In the future, if the number of Sikh students grows significantly they may be eligible to receive funding from GUSA and the Student Activities Fee.

Women in Faith was accepted into the New Club Development process, and upon successful completion of the NCD requirements this semester, it will enter CMSF as a fully access to benefit organization.

1. 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. For example, the Muslim Student Association has struggled to find spaces sufficiently large to accommodate their biggest events. Despite the difficulties in finding spaces, the MSA’s Fall Formal raised hundreds of dollars for charity, while providing students with unique and diverse experiences. Muslim Student Association also looked outside the front gates to host an Open Mic Night at Busboys and Poets.

External events have continued to impact our communities on campus. Hate crimes against Muslim, Hindu and Jewish communities in the United States have rattled the communities on campus. In light of these tragedies, members have turned to their religious student groups for spaces of comfort and community. The turmoil has also served for a moment of solidarity, as communities have stepped up to support one another. The Latter Day Saints Student Association baked cookies for the Jewish community while the Muslim Student Association wrote cards in response to the shooting at the Tree of Life Synagogue in Pittsburgh earlier this year. As part of a Hannukah fundraiser, the Jewish Student Association raised $500 for HIAS, a refugee organization that was singled out in the Pittsburgh attack. The Jewish Student Association also hosted a successful Hannukah celebration to provide a moment of joy and community. The organization has been in the process of determining its specific role in relation to the Jewish chaplaincy and Israel-centered organizations. The Hindu Student Association has also been examining its role on campus to better determine its niche. The Garba and Diwali celebrations, however, were incredibly well-attended, with over 200 people participating. Additionally, there is continued engagement across class years and interest in board positions.

The Buddhist Student Association rebranded this year in order to reach more students who come from an ethnically Buddhist background. It was formerly known as the Buddhist Meditation Sangha. The organizations faces difficulties due to the lack of Buddhist chaplain though Brahmachari supports the group. The Buddhist Student Association has invited Master Hai Tao for a speaking a event and arrange a for a Buddhist nun from off-campus to lead meditations once a month.

The Orthodox Christian Fellowship has managed internal and external changes this past year. The schism between the Ukrainian and Russian churches has spurred dialogue within the organization. Georgetown hired a new Orthodox chaplain this year, and the Orthodox Christian Fellowship has been collaborating with him to serve the needs of Orthodox students on campus.

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

1. Do you have any budget concerns for the next 5-10 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 possibly reach more students by understanding the intersection of politics and religion.

Beginning next year, Ramadan will occur during the school year. It 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 a new organization, Women in Faith, our budget will likely continue to increase, as they attract new members and increase programming.

1. 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 essentially similar to that incurred by other Advisory Boards. CMSF’s risk is connected to the risk of each 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 the event is approved. We have revamped our spending tracking process to ensure better oversight. Each organization is responsible for updating a spreadsheet with all of their purchases, as soon as purchases are made. The Forum Treasurer, President and Adviser have access to all the spreadsheets to ensure oversight. 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. Each organization is only able to access a portion of the fund, and they must show the programming is essential. The Fund is also relevant as it is the source of funding for NCD organizations, such as Women in Faith, as well as for any organizations undergoing restoration.

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

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.

1. If you are requesting more funding for FY20 than FY19, please explain why.

Campus Ministry Student Forum is requesting slightly more funding than in FY19. The increase is due to the expansion in participation 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 a slight 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 Women in Faith organization is currently going through the NCD process. We need to expand our budget to accommodate the new organization. Women in Faith receive acceptance into the NCD only two days before the budget proposal was due, 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 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 return to the Forum’s account and will carry over in FY 2020. The remaining money will supplement the ad hoc fund for FY20. 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 address during the budget allocation meeting in mid-April.

1. 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.

1. 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.

1. 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 11, 2019, the minutes of all CMSF and CMSF Executive Committee meetings to date are available.

1. 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 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.

1. 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.”

\*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:** Campus Ministry Student Forum

**Name of Group Student Chair:** Kathryn (Katie) Wysong

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

**Name of Group Advisor:** Madeline Vitek

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

**Date:** 2/10/2019

**Contact Email:** [kaw238@georgetown.edu](mailto:kaw238@georgetown.edu)

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