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:

**Georgetown Program Board**

Mission of Organization:

**The mission of GPB is to create an atmosphere of community spirit at Georgetown, and to provide high-quality, low-cost entertainment for the entire undergraduate campus community. The events programmed by GPB and events co-sponsored with other organizations shall reflect the mission of GPB and the diversity of interests, backgrounds and persons at Georgetown University. GPB also aims to develop leadership skills amongst members and chairs of the board.**

Total Amount of Funding Requested: **$148,500.00**

**PART B.**

-See “GPB Financial Information (A) FY20” Google Sheet

**PART C.**

-See “GPB FY20 Budgeting Guidelines” Google Doc

**PART D.**

Please answer the following questions individually in this document:

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

In order to see how the Georgetown Program Board affects student life, it is important to go back to the mission statement of the organization. GPB’s goal is to create a sense of community on campus through bringing students from a variety of backgrounds and perspectives together to have shared experiences as Georgetown Hoyas. In the broader context of Georgetown, it is true that other organizations do program on campus; however, it is GPB’s unique responsibility to provide programming opportunities for EVERY Georgetown undergraduate student. Furthermore, in a location, such as Washington, D.C., the cost of many entertainment options can be astronomical; however, all of our programming is either free, or the ticket prices are $10 or less.

Additionally, in the past two years, the Georgetown Program Board has created a new partnership with the Georgetown Scholarship Program to reserve a section of tickets at each of our events with ticket costs. These tickets are provided for free to students in the Georgetown Scholarship Program. This, furthermore, has assisted us in ensuring that all students on campus can participate in our programming events, regardless of their financial background. The first sentence of our mission stipulates that GPB provides high-quality, low-cost entertainment for students - and this means all students, regardless of socioeconomic status. By forging this partnership, GPB has increased accessibility of its programming even more.

Furthermore, in an effort to continue to diversify attendance at GPB events, GPB has intentionally and actively co-sponsored our events with a diverse group of clubs, organizations, and campus offices. These co-sponsorships have included, but not been limited to: GWOW, NSO, LGBTQ Resource Center, Black Student Alliance, Asian Pacific Islander Leadership Forum, Georgetown Improv Association, Center for Student Engagement, The Georgetown Heckler, Homecoming Committee, SFS Academic Council, WGTB, The Corp, The International Student Association, BRAVE, A24, The Center for Social Justice, NBC Universal, Georgetown Independent Films Society, Caribbean Culture Circle, Georgetown Scholarship Program, Queer People of Color, GUSA, Interhall Council, and the Women’s Center. Furthermore, we work to actively engage our members to determine a diverse group of co-sponsors for events throughout the year, to ensure that we do our best in reaching every corner of campus with our programming.

|  |  |  |
| --- | --- | --- |
| **Event Title** | **Description** | **Attendance/Expected Attendance** |
| Spring Kickoff Concert | Keystone GPB event in the Spring, where we bring 2-3 popular artists to McDonough Gymnasium for $5 for Georgetown students. | Expected attendance = 1800 to 2100 tickets; maximum capacity = 2700 tickets |
| Mr. Georgetown | One of GPB’s most heralded traditional events where approximately 15-20 clubs nominate a representative to participate in a pageant the emphasizes school spirit, unique talents, and drive for Georgetown. | 750 (Gaston Hall Was Filled) |
| SpringFest | Springfest is a week of programming during the days leading up to Georgetown day. It is rooted in the idea of practicing tradition, highlighting the best parts of our community, and celebrating our last week here before the summer. Springfest has been celebrated and run by GPB since at least the 90’s. | 500+ |
| Halloweekend & Haunted Healy | Halloweekend is a 4-5 day period of consistent programming that GPB organizes with a variety of different clubs on campus to ensure that students have free on-campus entertainment. Haunted Healy is another traditional event where GPB turns the 2nd floor of Healy into a interactive haunted house for free of charge to students. | 500+ |
| Funniest Human at Georgetown | This program invites all students from Georgetown to audition to compete in a comedy competition in front of a crowd. 8-14 students are selected by a auditioning board of students from GPB, and a variety of other comedy clubs on campus, to compete at the actual event. The audience then votes to select the winner of the competition. | 250 (completely filled Bulldog Alley in the past, we anticipate greater attendance this year) |
| Georgetown Day | GPB obtained the role of planning the official programming for the university on Georgetown Day for this next year. In previous years, the leadership for this committee had been dwindling, so GPB plans to use our logistical and event planning experience to improve the on campus Georgetown Day experience and to refocus the students on the community spirit aspect of Georgetown Day. | No official count existed last year; however, the Healey Family Student Center was completely filled with students, shoulder to shoulder, for 4 consecutive hours. Furthermore, this year, with movement to an outside space, capacity will increase. We expect a majority of the student body--at least over 2,000 students--partake in the official festivities during Georgetown Day. |
| Winter Concert | Café GPB improved GPB's previous fall/winter concerts and was a highlight last semester, where students saw 6 different student bands on campus perform in Bulldog Alley for free, while also enjoying Curry & Pie, Insomnia Cookies, hot chocolate, hot apple cider, and more in a jazz-club/coffee-house style setting. | 300-350 |
| GPBrrr Fest | GPBrrrr Fest provided Georgetown students with the opportunity of ice skating on red square, as well as ornament decorating, a photo booth, cookie decorating, and winter treats. Additionally,the acapella group, The Saxatones, sang holiday classics to students to improve the holiday mood on campus right before final exams.. This events provided the community with holiday cheer, as well as provided them with an opportunity to stay on campus for an activity that would typically require them to go off campus. | 350-400 |
| Weekly Films | Each weekend, GPB puts on movies in the Theatre room in the second floor of the HFSC. After significant marketing, as well as intentionally selection of high quality films, our past two films chairs have completely revamped this program to continue to have record attendance each semester. Furthermore, by adding program prior or following films screenings, such as hosting a co-sponsored post screening discussion after Crazy Rich Asians, we not only saw a peak in attendance numbers, but an increased campus interest in GPB programming and films. | On avg. 250 per showing |
| Raffling tickets to concerts at DC concert venues | This year is the first year we partnered with IMP concerts who oversee the different concert venues in DC (9:30 club, The Anthem, etc.) to raffle off a pair of tickets to a few concerts each month. Each raffle occurred on social media. This increased engagement with the student body on our social media and will enable us to reach a more diverse audience for our other programming. This didn’t require any money from GPB’s budget. | Social media average reach of 2,000; 2 students selected per concert (no student activities fee allocation spent on this event) |

Georgetown prides itself on pursuing the Jesuit value of creating a community in diversity. It is GPB’s goal to bring students out for shared Georgetown experiences, which work to unite the general body through entertainment, stress relief, and, to be frank, fun, regardless of said students backgrounds. In order to continue our efforts to provide EVERY Hoya the opportunity to have unique, memorable, and exciting shared experiences, it is imperative for the Georgetown Program Board to have the requisite funding to expand our current programs and to begin new ones as well.

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

GPB is, currently, composed of 4 general event planning committees which plan the traditional, as well as new, GPB hosted events. These planning committees comprise of the majority of the quantity of our on-campus programming. Furthermore, we have a 3 standing committees which plan the programming that exists as the backbone of the organization--i.e. the Concerts Committee, the Georgetown Day Committee, and the Films Committee. In order to reach a broad group of Hoyas, we also have an intensive marketing committee that is tasked with creating innovative techniques to market to different campus groups. Our budget is structured in that the events committees share a single pooled budget, while the Concerts, Films, Georgetown Day, and Marketing committees have their own separate budgets . The 8 committees are as follows:

1. Concerts (2 Chairs)
2. Events (4 Chairs & Committees)
3. Films
4. Georgetown Day
5. Marketing

However, following the constitutional review process this year, the number of board members has increased from 12 to 14. The justification for said addition can be found below the list of current committees. This change is reflected as follows:

1. Concerts (2 Chairs)
2. Events (5 Chairs & Committees)
3. Films
4. Georgetown Day
5. Marketing (2 Chairs)

The changes are as follows:

Our 4 current events chairs have worked tirelessly to plan amazing events throughout this academic year. However, with the increase in budget that was provided by last year’s FinApp, it was decided that an additional events chair could aid the board in developing ideas for new events, as well as enhancing our current programming slate. What we noticed throughout this academic year is that there is a current need on campus for additional programming for the full student body; however, with the current size of the board, we were stretching our human capacity thin. Therefore, it was decided that GPB should grow the board to continue to fill the need for shared student experiences throughout the campus, without placing an unreasonable mental strain on the events chairs of the Georgetown Program Board. With this said, GPB is not asking for an increase in the events budget; however, GPB plans to utilize the current events budget between five events chairs to develop programming throughout the year for every Georgetown student.

With the increase in programming that GPB saw this year, we also determined that it was unreasonable to ask one Georgetown student to implement the marketing strategy for every program that GPB puts on; therefore, we determined that adding an additional marketing chair would allow the marketing committee to have a further reach in attracting students from all background to GPB’s programming.

The two additional board members are not causing any restructuring of the GPB Board. Furthermore, this change will not result in a change in the operational structure of GPB. The constitutional change will only augment our current abilities and resource utilization.

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

The biggest issue we have faced this past year is maintaining momentum of improvements, as well as a recognized campus need for broad campus programming, with the current amount of manpower of a twelve person board. As an organization we are constantly improving our events; however in order to continue this course, we need more people on the executive board to leverage this current momentum. Thus we have made the changes detailed above to our board structure. Additionally, we had some unexpected transitions on our executive board; for example, our previous president resigned, due to personal circumstances, and our vice president took on the position. Following this,one of the concerts chairs became vice president, and our board took a new composition. Additionally, our initial films chair resigned due to unexpected classwork alterations. While we did experience said transitions, we have seen the most successful result of programming from a GPB board in recent history, thus determining that these challenges did not affect our budget,spending, or ability to program. Furthermore signifying that our current board and organizational structure can withstand a tumultuous stress, and still produce high quality, low cost entertainment to the entire undergraduate student body.

Despite these hardships, the events we have organized this past year continue to support our mission. We have seen an enhancements in the films committee including additional weekly screening and increase diversity in film selection. Part of this success is due to the many co sponsorships GPB engages in on a yearly basis. Beyond these successes, we have seen a significant interest and attendance across the board for our programming. For example, our Mr. Georgetown event sold out tickets in record time, our Haunted Healy programming never saw a time in which the line wasn’t out the door, our cafe GPB programming saw a completely filled bulldog alley, and so much more. Because of this reason, we believe that an increase in funding would allow us to augment our current programming and allow for increased attendance from across campus, as well as create new programs to satisfy student demand.

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

Our greatest concern for the next 5-10 years is the ability to continue to improve our direct programming for the student body with the current funding. Without an increase in funding, we will have a difficult experience increasing the quality of programs such as our concert, Georgetown day, and the films program--as well as others. The more funding we have for theses programs, the better entertainment we can provide, and the better we can serve the student body.

An additional budget concern, that isn’t unique to GPB, is the continually increasing administrative costs placed on student groups by university departments. For example, the projected GUPD cost for the spring concert is approaching 10% of our current allocation for the concert. Furthermore, when the actual service is administered, there is a lack of care for the quality of student experience, as well as a lack of determination for the timeliness of event start times. These GUPD costs, and other administrative costs such as GEMS and CETS costs, place an unnecessary burden on student groups, like GPB, as well as the funding coming from the student activities fee.

Previous to this current year’s allocation, we have experienced extensive budget cuts, which usually resulted in the reduction of both the quality and quantity of our events. From these experiences, GPB has begun to implement, and continued to implement, policies that require us to spend based on our mission, rather than based on the benefit of the members of GPB. For example, we only spend around 1% of our allocation on our general members, and ensure that the rest of the 99% of our FinApp allocation is spent on directly on the student body, a quality unique to GBP.

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

Due to the nature of our club, GPB has the potential to incur a lot of financial risk. We cannot always guarantee that all of our events will be fully attended, but we have paid more attention to which types of events we host will attract as many students as possible. This year, through the guidance of the CSE, we have started to pay attention more closely to our cost per student by asking chairs to calculate it when they propose their events. We have been continually working to minimize those costs so as to not incur much financial risk. We have begun to budget for a very conservative ratio of student attendance in order to ensure that we are not budgeting for a attendance rate that is too optimistic.

The large majority of our events result in costs per students that are under $15, except the spring concert. However, the purpose of the new funding structure is to allow the general member body to evaluate the best use of funds and to determine if the effectiveness of an expensive event matches the current cost per student.

The GPB Spring Concert is our the single program which incurs financial risk for the organization as a whole. Given the size and cost of said concert, if no students were to show up to the concert, we would then need to dive into our reserves. In order to ensure that we are not over-leveraging our reserves, we have agreed with the Center for student Engagement on a specific reserves policy. This policy clarifies that we can only utilize a specific ratio of our reserves fund to back the funding of the concert, if said crisis were to ensue. This ratio of reserves is, thus, used as a benchmark and maximum of what we can “count on” in terms of total revenue projected from ticket sales for our concert budget. The current agreement states that this threshold is determined through averaging the previous four years of ticket sales for our reserves ratio. Given that we do not leverage all reserves, it currently allows us to ensure that we can depend on the reserves for future concerts, even beyond our current fiscal year.

While the Spring Concert to bring on financial risk, the importance of the GPB Spring Concert cannot be understated. The main message from GPB’s mission is to create a sense of community across campus, and the concert is one of the best ways to bring people from different creeds, perspectives, backgrounds, and experiences together to share a shared Georgetown experience together. As the single largest on-campus student run event at Georgetown, it is incredibly important to allow the student body to participate in this shared experience together. Furthermore the nature of GPB’s work ensures each programming dollar is spent directly on the student body, and this has been seen throughout all of our programming efforts. Therefore, beyond the Spring Concert, it is our belief that there is no other committee with a need of a reserve fund, as each committee should be spending the last of their budget directly on student programming. Furthermore, with the last year’s absorption of the Georgetown Day Committee, if an unexpected situation were to occur where a committee had excess funds (such as a weather related event during an April program), the committee could spend it on enhancing the Georgetown Day experience--as Georgetown Day is at the very end of the semester.

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

One of GPB’s worries, coming from last year’s deliberation process, is the mis-characterization of GPB’s goals, missions, and operations. Throughout last year’s deliberation process, many FinApp representatives claimed that GPB’s programming was unnecessary and a latter tier of their priorities. While everyone is allowed their own opinion, GPB strongly supports a procedure in which more comments by representatives of FinApp applicants are allowed. Last year, we saw questions that were directly regarding our structure, our programming, and our operations being answered by members of the committee that were not thoroughly familiar with our processes. We feel the process would be more fair if there was more engagement, during deliberations, with representatives of each applicant for FinApp allocations. If questions or comments, like the ones enumerated above, were directed at representatives of the applicants, we feel like the decisions made by the committee would be based on more truthful and detailed statements, rather than the comments that were made in last year’s deliberation.

Furthermore, throughout our conversations with FinApp leadership this year, we were told that the FinApp liaison to GPB was not to be an advocate for the organization, but, rather, a source of surface level information for the organization. While we appreciate this thought, in concept, we have, in seen previous years, seen FinApp representatives that were extreme advocates for their funding boards only. Thus, if this culture were to persist, we worry that the decision will not be made based on facts and information, but, yet, the allocations will be determined by which funding boards are represented by the liaison with the most persuasive speeches. Thus, we hope, that the FinApp process puts in place procedures to ensure that liaisons are objective in their statements and not acting as single advocates for their assigned funding boards.

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

GPB saw an increase in funding to our current allocation of $135,000 from FinApp in the last year, and we saw a massive improvement in our current programming slate. However, in order to fully implement our vision of accomplishing our mission of reaching every Georgetown undergraduate student with programming, thus directly investing in every students experience with their student activities fee, we believe a $13,500 increase, or a 10% increase, in funding would allow us to do so, specifically through our standing committees--the Films Committee, the Georgetown Day Committee, and the Concerts Committee. The increase in budget is explained per committee below:

**Films (Increase of $2,765):**

We are asking for an additional $2,765, to support additional films programming, which would bring the projected GPB Films allocation from $37,235 to $40,000 (or an ~7% budget increase). GPB Films provides campus with the most consistent programming from week to week. By providing weekend screenings of popular, and non-released, films, GPB Film screenings provide an on campus entertainment opportunity for students for free. By holding at least four screenings of a film every weekend, it enables students interested in a variety of weekend events to take part in a GPB Films screening. Furthermore, it works to ensure that every student on campus during the weekend has the opportunity to participate in shared experiences with their fellow hoyas.

If GPB Film’s funding were to increase in the next year, GPB Films could continue to carry on its current mission of providing fun, low cost events for a large group of students, with an *added* emphasis on generating social awareness among the student population and promoting diversity through the medium of film. Ideally, if given the additional $2,765, GPB Films could work to invite cultural experts, directors, actors, and/or entertainers pertaining to our films screenings that could engage in discussion on campus of cultural topics that films are covering.. For example, this year, GPB Films reached out to Mr. Boots Riley, director and screenwriter of the indie breakout hit, *Sorry to Bother You*. The film features an largely Black cast and critiques capitalism and socialism as it functions in our system through an inventive and truly zany film. If we had the budget, GPB Films would have been able to invite him to speak at Gaston Hall and have film studies and African American studies professors lead the conversation, ending with a student Q&A session. This event would have enhanced the entertainment value of our weekly films and would’ve added the additional emphasis on social awareness among student populations. Though Mr. Riley is an up and coming director, his speaking fee is at $8000, not including travel/airfare/hotel etc. This is the average speaking fee for most traveling speakers. If we had an additional $3000, we could have partnered with BSA, Casa Latina, GIFS, African American Studies program and the Film and media studies program to work to create an inclusive community among pertinent groups as well as Lecture Fund to help facilitate the lecture portion of the event. While this was the ideal concept of the event we would liked to have planned this year, the additional funding would be allocated for creating events around our current film screenings to create a greater buzz and discussion surrounding our screenings.

**Concerts (Increase of $7,235):**

The current allocation to the concerts committee is $84,601 of GPB’s total allocation. We are asking for an increase of $7,235 for the Concerts Committee to reach a total projected concerts allocation of $91,836.

From FY18 to FY19 GPB saw a $12,000 increase in the concerts budget to improve the quality of the concert experience as well as the quality of the concert artists. While we cannot currently state who the concert artists are, due to contracting negotiations, we can implore the committee that this year’s artists will get extensively more buzz than they have in the past four years. Furthermore, we utilized our previous years’ experience to decrease the fixed costs of the concerts to invest more heavily directly into the artists fees. Therefore, we saw an increase in the budget for artists fees from last year to this year, from $32,000 to $60,000 (an $18,000 increase). We have attached a google sheet here that shows the dramatic difference in potential artists between those two fee structures. [bit.ly/GPBConcertPossibilities](http://bit.ly/GPBConcertPossibilities)

GPB’s current allocation increase in the concert would go towards improving the student music culture on campus. While we believe that $60,000 is an appropriate fee structure for the GPB spring concert, we also are looking to expand the reach of artists to include student performing bands. For example, we were strongly considering reaching out to and bringing on a Georgetown centered, professional band to open the Spring Kickoff Concert; however, with our current cost structure, bringing out this band would include flights and travel for other, non-Hoya band members, and thus, this possibility was not afforded to us. In the future, we would like to see a portion of this budget be spent on bringing in student centric bands, as well as providing proper equipment to allow them to perform at the Spring Concert.

Furthermore, GPB would also like to see this increase in concerts allocation go towards bringing a local D.C. artist to the “Cafe GPB” event on campus. This year, we featured six student bands, and saw a substantial attendance. However, with the introduction of a D.C. professional artist, we could see a diversity of attendance at this event, and allow student performers to perform to a wider-range of audience than they normally can do.

**Georgetown Day (Increase of $3,500):**

The current allocation for Georgetown Day is $12,000, and we are asking for additional $3,500, to make a projected Georgetown Day allocation to a total of $15,500. Georgetown Day is the most effective expenditure of money in terms of cost/head. Our commitment to getting food, drinks, and other materials to be donated is relentless, and allows us to more directly invest the allocated $12,000 dollars in our students. In this way, we spend $2-3 on each student that we are expected to impact. Recognizing the purpose of the student activities fee, this allocation of money is incredibly efficient, at returning this money to the students in a meaningful way.

To give some context on the importance of the student activity fee allocation to Georgetown Day, it is important to remember the context of the day. Almost twenty years ago, our University was suffering seriously low morale within the community. Our campus had been hurt by the death of a student, anti-Semitic attacks, and more. In order to reinvigorate the campus spirit, symbolic of love for school, and commonly held by all, administrators and student leaders recognized the necessity for a unifying event. It is in this moment of pain that we can trace the beautiful roots of Georgetown Day, an event aimed and promoted as a unifying one for faculty, staff, and students alike. However, it is unfortunate that today our community has strayed from this original mission. What once was a day that highlighted what was best about Georgetown, now often highlights the worst. Many who used to take part in this communal celebration, including professors and their families, as well as neighbors now feel driven from campus during this community event. The weakness of institutional memory within the student body has brought about a failure to properly pass down the importance of Georgetown Day to different classes. It is GPB’s belief, that with a commitment to the revitalization of the mission upon which Georgetown Day was founded, we can remind the student body what the day stands for, and can thus celebrate the beautiful unity that is the community in diversity of Georgetown in a more proper format.

In this vein, since the acquisition of Georgetown Day by the Georgetown Program Board last year, GPB has gone to great lengths to organize a coherent strategy for a Georgetown Day that can make us all proud. By working with many administrators, departments, clubs, and offices, our goal to put on a celebration that occupies much of campus and touches every community is well set up for success. In this way, Georgetown Day is perhaps the only thing that happens on campus, annually, which, in some way or another, affects every Hoya. It for this reason that the day is worth investing in further. We believe that this day will, in every way, validate our request for greater funds as we attempt to restore Georgetown Day to the prestige that it once held.

The events that GPB has planned for this current Georgetown Day are as follows

* Faculty/Staff Appreciation Breakfast (Thursday)
* Faculty/Staff Wine Tasting (Thursday)
* Student Breakfast Celebration
* Student Dance Performances
* Student Acapella Performances
* Student Band Performances
* Georgetown Trivia
* Carnival Celebration
* Ferris Wheel
* Carnival Booths (Dunk tanks, prize games and more)
* Blessing of the Jesuit Graves
* Volleyball Tournament
* SWQ BBQ
* Build a Bulldog
* Club Sponsored Events

While many of the above programming can be planned with the current $12,000, GPB believes that with the $3,500 increase in funding for Georgetown Day, GPB can create a more attractive environment for students through a better staging for student performers, more, high quality attractions--such as better quality carnival games and rides--and higher quality entertainment to attract students to the Georgetown Day festivities.

**Events (No Increase):**

The budget for the pooled general events committee is $52,240, and we are not projecting an increase in the Events Committees budgets. However, we felt it necessary to explain this decision. Although, the current allocation for the events chairs has allowed GPB to increase programming across the year, such as the introduction of monthly “Sunday Sundaes”, an enhanced “SpringFest” schedule, GPBrrr Fest, a Glow Arcade, a sold out Rocky Horror picture show, to name a few, we believe that the current budget is perfectly set up for five events chairs to further expand programming to satisfy student need.

**Marketing & Operations (No Increase):**

The Marketing budget of $4,000 and Operational budget of $3,500 set GPB’s internal infrastructure up perfectly to allow the programming portion of the organization to succeed. GPB plans to use the additional marketing chair to strategically budget the marketing budget to determine what advertising channels, whether it be digital or physical, are best investments to ensure a diverse community comes to GPB programming. The operational budget is appropriate for the GPB board as each year, long term expenditures arise on long term equipment that we, as well as other organizations, utilize. This equipment includes a speaker system, an inflatable outdoor screen, video game consoles, tents, tables, carts, lawn games, coolers, lighting, space heaters, and water and food heaters.

**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.*

We have worked with the director for the Center for Student Engagement as well as a variety of other administrative staff to determine the best step forward regarding our reserve funds. Due to the type of programming that GPB is involved in, there is one specific event in which GPB potentially engages with the reserves account. Given the nature of the GPB Spring Concert having such a large attendance, and being a ticketed event, there is an inherent risk on the variable of attendance. Therefore, GPB has created a policy in which they can leverage a ratio of the reserves of GPB towards ticket attendance, only to be used in the case that student attendance is unusually low. This ratio is calculated with historic rates of attendance collected each year, so in an ideal circumstance, no excess revenue, nor any excess expenses, should exist after the concert. However, given the nature of financial budgeting requirements from the CSE being conservative, we typically experience a small excess of revenue from the Spring Concert each year that goes towards the reserves; however, this reserves amount is no more than $10,000 and GPB has been advised to ensure that this reserves account remains at a reasonable amount for the future.

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.*

Within our specific organization, we do not allocate money to specific clubs, yet we decide what programs to allocate our money to through a democratic vote on proposals. If a proposal were to fail and a member would want to effectively “appeal” the vote, they could return to the executive board to attempt another proposal. This process serves as our appeal process. In addition, we believe that each advisory board, and organization under the application A process should have an opportunity to be heard during FinApp appeals. In fact, GPB repealed its original application in the previous FinApp process and received a significant amount of funding back during the appeal process.

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.*

Given that GPB does not allocate money to specific clubs we do not have clubs requesting a “lump sum annual budget”. However, at the beginning of the term, each board deliberates and determines the proper allocation for each GPB committee, based on historic trends. Following this, we decide, event by event, what programs to fund as a democratic organization. If a committee wanted to reapply for additional funding, this would look like an agreement from the board to reallocate money from one committee on the board, to another. This is unusual, but not impossible. We believe this specific point on the reform isn’t necessarily relevant for our operations.

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.*

GPB’s membership is open to all members of the Georgetown Undergraduate community, and the executive board has made intentional efforts to increase the recruitment of many new students in our general body to ensure that GPB is fulfilling the needs of the student body. Furthermore, all notes for meetings, executive and public, are available to any Georgetown Undergraduate student who requests via Google Drive.

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.\**

The members of the Georgetown Program Board are a diverse body of students. The general body of this organization does not require an application, interview, or any other method of refinement for the membership of the organization. For this reason exactly, the voting body of the Georgetown Program Board typically results in a diverse group of students with a variety of backgrounds, experiences, and desires. This diversity provides for productive conversations when it comes to proposals for off campus events.

Each event, or budgetary request, for GPB is required to be passed through a proposal. As can be seen in our budgeting guidelines, the proposal first must pass through the executive board, and then must be passed by a simple majority of the general body at a regular general body meeting. This ensures that our diverse group of students are able to voice suggestions, concerns, and comments regarding each event, and these points allow us to ensure we are directly accountable to Georgetown’s diverse student body. With the structure of the pooled events fund, the agency of deciding what type of events to allocate money is moved from the President and Vice President to the general body. This will ensure that we are even further accomplishing the goal of ensuring we are accountable to the constituents of GPB, which would be the full student body.

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

GPB rarely fundraises outside of the funds that it is allocated from the FinApp and Student Affairs process. The other financial revenues it receives is allocated, along with the advice of the Office of Student Affairs, to executives and officers of different student affairs groups that they will believe will be beneficial to student life on campus. However, in the two circumstances in which GPB fundraises from outside bodies--i.e. the Spring Concert and Georgetown Day--those specific event leaders have reasonable control over the funds that they fundraise for that event.

**CERTIFICATION:**

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

**Funding Request Form Submitted By: Ava Cobarrubias**

**Name of Group Student Chair: Julie Antao**

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

**Name of Group Advisor: Nadra Dennis**

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

**Date: 02/10/2019**

**Contact Email: gpb@georgetown.edu**

**Contact Phone Number: 951-218-5639**