

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](mailto: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.](https://docs.google.com/document/d/14UsQysKyk6WT7bV4oYGvIJQqba6gN8ZmN4y15sl4CnM/edit?usp=sharing)

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: Advisory Board for Club Sports

Mission of Organization: The Advisory Board for Club Sports (ABCS) is the student-run administrative body that guides, supports, and oversees all Georgetown University Club Sports teams through equitable and just representation. It is comprised of 6 members who serve as advocates on behalf of the Club Sports community and the teams that we represent. ABCS meets weekly to handle logistical operations such as finances, travel coordination, and student safety. The Board strives to foster a cohesive Club Sports community through reliable leadership and equal representation for a broad range of teams.

Total Amount of Funding Requested: $270,750.35

**PART B: FINANCIALS**

Please complete [this Financial Information](https://docs.google.com/spreadsheets/d/1Ru7sPfsWWEOyFqdaGHVpKAG-cIuaagroFMereYS2xz8/edit?usp=sharing) (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 of 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).
   1. Our budgeting guidelines depend on each year’s allocation. Attached is the current Club Sports Manual - pages 13-15 detail our Budget Guidelines. In short, we have flat rates for travel requests, and try to fund as much of off-campus costs as possible (we were unable to in FY20).
2. If your full funding request is not met, what is the process in place to determine cuts to group budgets or programming?
   1. We cut all individual expenses (uniforms, equipment, membership fees, etc.) which affects the individuals competing on each team. Beyond that, we begin to look at raising dues, and re-consider our budget guidelines (for example, off-campus space is supposed to be covered 75% by dues - that number would unfortunately get raised and dues would increase). We then look at which travel is absolutely mandatory, and begin to cut tournaments/travel for groups, so long as they meet the minimum three competition requirement for ABCS.
3. Is there any other information you would like the Committee to consider regarding your organization’s budgeting process and guidelines?
   1. Our budget process requires specific league and tournament fees to be stated up front, so that teams are not projecting and inflating their budget. Additionally, we cross-check each request with the Mid-Semester Budget Report and End of Semester Report that each team submits, so that we have an understanding of how each team is spending their money and what their money is actually going towards.

**PART D: IMPACT**

Please answer the following questions individually in this document:

1. How did your organization affect student life? Can this be measured?
   1. Participating in a Club Sport at Georgetown offers the chance to be involved in a community on the Hilltop and to participate in organized sports, increasing health and wellness. For so many people, including myself, their team is their first home at Georgetown, and offers a sense of camaraderie more so than other groups on campus. Additionally, health and wellness is an important aspect of campus life, especially for stress relief at Georgetown. Unfortunately, our resources limit us to offering this only to people who are within the Club Sports community, but given that we have over 1200 athletes within this community, this is a significant portion of Georgetown’s undergraduate population.
2. How many clubs/groups compose your organization? Please list them, noting especially any clubs/groups added (or planned to be added) within FY21.
   1. We currently have 35 clubs: Badminton, Baseball, Boxing, Equestrian, Fencing, Field Hockey, Figure Skating, Golf, Ice Hockey, Men’s Basketball, Men’s Lacrosse, Men’s Rugby, Men’s Soccer, Men’s Squash, Men’s Ultimate, Men’s Volleyball, Men’s Water Polo, Polo, Rock Climbing, Running, Skiing, Softball, Swimming, Table Tennis, Tennis, Triathlon, Women’s Basketball, Women’s Lacrosse, Women’s Rugby, Women’s Soccer, Women’s Squash, Women’s Ultimate, Women’s Volleyball, Women’s Water Polo, and Wrestling. We currently have one team, Racquetball, in NCD; and we typically receive 3 applications from NCD per semester, on average accepting one or two per year.
3. What were significant challenges for your organization over the past year? What were significant successes for your organization over the past year?
   1. Significant challenges for ABCS included last year’s budget cuts, which forced us to increase dues for every single club athlete. Since Kehoe Field was anticipated to open this year, we received no funding for off-campus field space; however, Kehoe did not open as planned, as ABCS had anticipated last year, and thus we had to pay from our budget to cover these costs. Additionally, teams under ABCS have faced difficulties with financial inclusivity and have been forced to create stricter tryout processes, limiting the number of people who can be involved in Club Sports.
   2. Given these challenges, ABCS has increased communication with the Club Sports community as a whole, as we have been trying to learn and develop programs that can help offset some of these costs. In the past year we have expanded our Dues Assistance Program, created a Fundraising Loan Program to help offset start-up costs for fundraisers, and are working to develop an Equipment Accessibility Program for the FY21. Rather than our usual spring programming, we are developing a 20th Anniversary Celebration for Club Sports at Georgetown, so that we can celebrate all that the Club Sports community has become on campus.
4. Do you have any budget concerns for the next five (5) years?
   1. Our main concerns are about how many teams ABCS can reasonably support. Each semester we continue to grow, which means more people can participate in sports at Georgetown, but the resources for each team are spread thin. Should this trend continue, we will not be able to function at our current rate of funding. Additionally, while the Kehoe project is underway and likely to finish within the next year, we have a significant number of teams who require off-campus space, and given our limited resources with Yates/Athletics, we are unsure of how much support we can reasonably provide them.
5. What level of financial risk does your organization incur? What type of event or circumstance prompts the use of your reserve account?
   1. If absolutely necessary, and only when given explicit approval from the CSE and the Business Office (which is extraordinarily rare), overspending from clubs and off-campus costs can prompt the use of our reserve account. Because we require dues from all members, there is a buffer to the level of financial risk we incur; additionally, and again, when absolutely necessary, we cut down on programs related to developing the Club Sports community so as not to go over budget. However, our biggest risks occur in unexpected field and space costs, and in transporting big equipment, such as with wrestling mats to Washington Sports Club.
6. How could the Budget Summit process be improved this year? How could relations with GUSA be improved?
   1. The Budget Summit timeline can be released earlier, as our board had to completely rearrange our plans so that we can be available for that weekend. Additionally, the FinApp rep can be in touch earlier, so that they can understand the functions and needs of our advisory board and advocate on behalf of us.
7. If you are requesting more funding for FY21 than FY20, please explain why.

**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.
   1. 2 - FinApp granted us the funding to meet the absolute bare minimum operating costs for teams to compete, but there were several issues that we were not able to address. Nearly every team had an increase in Dues, which are required of every single athlete competing in Club Sports at a minimum of $25 per semester, of $50 per year. Our highest dues are Equestrian, at $825 per semester. We were unable to cover any membership fees - fees that some leagues require individuals to pay to the league - this semester, which average around $65 per person on top of their individual dues. As a board, we already do not fund food and flights for teams traveling, so to increase the costs for individual athletes decreased team sizes and diversity among teams while increasing exclusivity in the Club Sports community.
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.
   1. 2 - At the beginning of the year, the current ABCS laid out goals to be more financially inclusive and to create a more cohesive Club Sports community that is more sensitive to issues of diversity and sexual assault in an athletic context. As we currently do not have programs in place regarding funding besides our Dues Assistance Program and the Regionals/Nationals Funding Request, we have been working to develop low-cost programs that can support our teams (and getting further ideas from teams through upcoming events such as the Hidden Costs of Club Sports Roundtable). However, we do not currently have the resources to address other issues on a greater scale. Without an overarching Club that represents all Club Sports, ABCS as an Advisory Board takes on the responsibilities of fulfilling this role and facilitating a greater Club Sports community at Georgetown. In a team context, while we were able to represent our teams and advocate on their behalf as much as possible, it was frequently disappointing when they would submit funding requests that we were unfortunately unable to approve.
3. How could FinApp have been more sensitive to the clubs within the advisory boards' needs?
   1. Ignoring the functions of ABCS as a board itself, FinApp needs to consider the burdens that individual Club Sports athletes take on as compared to the financial burdens associated with other Advisory Boards. On average, individuals pay approximately $300 in additional costs every year to compete for their team, while Presidents and other board members pay almost $500. If FinApp wants to be sensitive to the clubs within ABCS, it would offer additional funding so that we can at least decrease dues and offer some sort of travel stipend for food for those in need. Since the majority of our teams compete in leagues, there are a guaranteed number of travel days for each team. We are not requesting an absurd amount for programming or for board dinners for our individual groups; instead, we are trying to meet the bare minimum needs for our clubs, and even then we fall short.
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.)
   1. Less effective - because we took on more teams with greater needs, had to pay for off-campus costs straight from our budget (as opposed to from our reserves, which was a miscommunication from before - please refer to our audit documentation), and still faced budget cuts, we felt at a loss when groups came to us in need and we were unable to help them.
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.
   1. Rock Climbing - they had to institute tryouts to limit the number of people on their team, and tryouts had to be paid out of pocket. Several members of the team could not afford proper equipment.
   2. Running - Regionals/Nationals requests being capped at $3000 limits the number of competing athletes. (For context, most Regionals/Nationals requests are around $5000).
   3. Men’s Rugby - Our limited budget can only offer one Athletic Trainer, who is not available for every single game. If we could expand our safety resources, our high-impact sports could be safer.
   4. Equestrian - Raising their dues because of off-campus costs limited the number of people who could compete and the number of competitions they could compete in.
   5. Women’s Ultimate/Women’s Rugby - This is the first year they have been unable to pay for individual membership dues, increasing the financial burden on their athletes, causing some of their teammates to quit.
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?
   1. Yes, as we have given as thorough feedback as possible. Our worry is that by only asking for group requests over $10,000, you will not be able to see how the majority of our teams spend money, and we will be cut down arbitrarily.
7. Is there anything you would like to add regarding funding that exceeds the scope of this application?
   1. I would like to emphasize that this request truly is representative of the operational costs for club sports in a way that decreases the individual financial burden on the Club Sports community.

**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.
   1. We have been directed not to spend our reserve funds by the CSE, and we as an Advisory Board does not make the decision to spend our 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.
   1. Appeals are offered to all teams that fall under ABCS, regardless of whether or not they submitted an original budget request. This takes place approximately two weeks following the ABCS Budget Summit in late March/early April.
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.
   1. ABCS hosts the annual ABCS Budget Summit in late March/early April. Teams are given approximately two weeks to prepare their budget proposal for this Summit.
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.
   1. Our weekly meetings, currently at 6:30PM on Mondays in the CSE Conference Room. Our agendas and recorded minutes, including votes, are available upon request.
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.
   1. Members of the Advisory Board for Club Sports are chosen through an application and interview process from among the Club Sports community.
6. Clubs have reasonable control over all funds that they fundraise outside of the normal allocations process.
   1. Clubs are allowed to spend their fundraised funds on expenses that ABCS typically does not fund, including flights, individual equipment and apparel, and food for weekend tournaments.

**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: Emily Jonsson**

**Name of Group Student Chair: Emily Jonsson**

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

**Name of Group Advisor: Ava Kwasnieski**

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

**Date: 02/21/2020**

**Contact Email:** [**ebj13@georgetown.edu**](mailto:ebj13@georgetown.edu)**, clubsports@georgetown.edu**

**Contact Phone Number: (570) 561-7764**