

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: **Student Activities Commission (SAC)**

Mission of Organization: **SAC is a group of undergraduate students that functions as an advisory board to the Vice President of Student Affairs. SAC supervises the overall administration and effectiveness of student organizations and all activities under its jurisdiction.**

Total Amount of Funding Requested: **$390,000**

**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.

<https://docs.google.com/spreadsheets/d/18VYZGE_PcA_Tuq7pFoQY6PAXTSGLuYUwDg9UbYjfnu8/edit?usp=sharing>

**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. Each semester, we request that groups submit a budget application outlining their expected events and the funds that they are requesting for those events. We fund each group’s request according to our Budget Guide (attached). All travel events or funding requests for individual events above $1,000 are “pushed to ad-hoc,” meaning that we ask groups to submit ad-hoc requests for funding of those events. Groups may request additional ad-hoc funding for unforeseen events, meaning events that they could not have reasonably expected to hold at the time of their budget application, but they are not guaranteed funding for those events. For every event that we fund, we determine allocations according to the parameters set forth in our Budget Guide, mainly in the interest of preventing biased treatment of any sort.
2. If your full funding request is not met, what is the process in place to determine cuts to group budgets or programming?
   1. Ultimately, we will always fund according to our Budget Guide, so any potential funding cuts will have to be reflected in that guide. Commissioners may propose reform to our Budget Guide at the end of each weekly meeting, and the Commission votes on each proposed reform at the end of the semester. Each reform must garner a majority of votes to pass.
3. Is there any other information you would like the Committee to consider regarding your organization’s budgeting process and guidelines?
   1. Even as the total number of clubs under our supervision continues to grow each and every year, our Budget Guide remains relatively stable in its funding recommendations. Also, our funding recommendations are *not* tied to inflation and typically only account for *part* of the costs that clubs incur by hosting their events, so when it may seem that we are overfunding clubs, we are often giving them only part of what they need to function in the way that they would like to do so.

**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. SAC currently funds and approves events for 122 student organizations on Georgetown’s campus. Deemed the “umbrella” advisory board, we supervise almost all types of student organizations, from political groups to cultural groups, making sure that each student’s interests find outlets within the Georgetown community. Through our approval and funding mechanisms, we foster an inclusive, welcoming club culture that forms and builds relationships within the Georgetown community and outside of it, as organizations often interact with and learn from the world outside the Hilltop.
2. How many clubs/groups compose your organization? Please list them, noting especially any clubs/groups added (or planned to be added) within FY21.

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| Alexander Hamilton Society |
| Actively Moving Forward |
| Active Minds |
| African Society of Georgetown |
| Animalia Georgetown |
| Georgetown University Anime Club |
| Georgetown University Arab Society |
| Armenian Student Association |
| Hoya Arts |
| Asian American Student Association |
| Georgetown University Astronomical Society |
| Ballroom Dance Team |
| Georgetown Bipartisan Coalition |
| Black Student Alliance |
| Caribbean Culture Circle |
| Georgetown Ceramics Club |
| Georgetown Chinese Student Alliance |
| Circolo Italiano |
| Club Singapore |
| Georgetown University College Academic Council |
| College Democrats |
| College Republicans |
| Creative Writing Club |
| Cricket Club |
| Georgetown University Crossword Club |
| DCivitas |
| Ethiopian Eritrean Student Association |
| Georgetown University European Club |
| Georgetown University Club Filipino |
| Georgetown University French Cultural Association |
| Gastronomes |
| German Club |
| GIFS (Georgetown Independent Film Society) |
| GIVES |
| GREEN |
| Georgetown University Grilling Society |
| GUerilla Improv |
| GUTEC |
| Hawaii Club |
| Georgetown University Hellenic Association |
| Hermanas De Georgetown |
| Hong Kong Student Association |
| Hoya Blue |
| Hoyasana |
| Hoya Snaps |
| International Relations Club |
| International Students Association |
| Iranian Cultural Society |
| Georgetown Israel Alliance |
| Japan Network |
| GU Jawani |
| J Street U |
| Georgetown Juggling Club |
| Georgetown University Korean Students Association |
| Latin American Student Association |
| Lebanese Student Association |
| March For Our Lives Georgetown |
| MEChA |
| Georgetown University Mexican Student Association |
| Midwest Club |
| Georgetown University Minority Association of Pre-Health Students |
| Minority Pre-Law Association |
| Georgetown University Mock Trial and Law Team |
| Moot Court |
| Mosaic |
| Georgetown Parliamentary Debate Team |
| Philodemic Society |
| Platform 37th and O |
| Georgetown PorColombia |
| Pre-Law Society |
| GU PRIDE |
| Project Lighthouse GU |
| Public Speaking |
| Georgetown University Queer People of Color |
| Georgetown University Quiz Bowl |
| Georgetown Right to Life |
| Riqueza Dominicana (GURD) |
| Rotaract Club |
| Georgetown University Russian Association |
| Georgetown University Signs |
| SFS Academic Council |
| South Asian Society |
| Georgetown Sports Analysis Club |
| Students for Justice in Palestine |
| Students of NROTC |
| Student Nurses Association of Georgetown |
| Stemme |
| Tae Kwon Do |
| Taiwanese American Student Association |
| GUThai |
| Tocqueville Forum Student Fellows |
| Venezuelan Perspectives |
| Vibe\_ |
| Georgetown University Vietnamese Students Association |
| Georgetown University Women in Leadership |
| Georgetown University Women of Color |
| Georgetown ACLU |
| Anscombe Society |
| Georgetown University Armed Forces Association |
| CAUSA |
| Georgetown University Chess Club International |

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|  |
| Georgetown Gaming Club |
| National Society of Black Engineers |

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| --- |
| Georgetown University Pre-Medical Society |
| TAMID |

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| --- |
| Disruptive Tech |
| Radical Centrists |
| Pre-Optometry Society |

Groups Currently in the New Club Development Process Looking to Gain Full Access To Benefits:

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| Athlete Ally |
| Students for DC Statehood |
| Citizens' Climate Lobby |
| Board Games |
| John Quincy Adams Society |
| Transhumanist Society |
| Stand with Kashmir |
| Veg Out |
| Georgetown Disability Alliance |
| Georgetown Cubing |
| Southern Eating Club |
| Georgetown Aikikai |
| GU Polish Association |

1. What were significant challenges for your organization over the past year? What were significant successes for your organization over the past year?
   1. Challenges: Recently we made the difficult decision to (1) not guarantee funding for events we pushed to ad-hoc for this semester and (2) not fund any unexpected events at all. We came to this decision simply because we ran out of funds.
   2. Successes: Many great, inclusive events were put on this year with SAC funding and supervision, including Abissa, Rangila, Reventón, and hundreds of others.
2. Do you have any budget concerns for the next five (5) years?
   1. As the number of clubs under our supervision continues to grow and the amount of programming that clubs put on grows as well, we will continue to see sharp increases in funding requests by clubs.
3. What level of financial risk does your organization incur? What type of event or circumstance prompts the use of your reserve account?
   1. Unfortunately, it is difficult to predict our total expenditures for each fiscal year. As has occurred this year, groups may request an unexpectedly significant amount of funding as long as that amount fits within the guidelines of our Budget Guide, and these unexpected totals cause us to overspend our allocation. While we seek to prevent overspending by cutting funding before spending beyond our allocation, due to delays in the CSE accounting process and leadership turnover in SAC and the CSE, we may not know our exact financial status until after it has already changed, which makes it difficult to completely prevent overspending. When we do overspend, we must reach into our reserves.
   2. Also, student groups may fail to spend within the confines of our allocation. We impose significant penalties to those groups’ budgets for the following fiscal year if they overspend, but to solve the problem at hand, we use our reserves to make up for the overspending.
4. How could the Budget Summit process be improved this year? How could relations with GUSA be improved?
   1. Ideally, we would hope to see an increase in total funds for FinApp to distribute amongst the advisory boards. Also, while we understand that GUSA is a uniquely busy organization, we ask that the timeline initially given to advisory boards be final and distributed to advisory boards as soon as possible. Otherwise, we appreciate GUSA’s continued communication and transparency.
5. If you are requesting more funding for FY21 than FY20, please explain why.
   1. 14 groups successfuly made it through the CAB New Club Development process this year, 7 of which were assigned to SAC. As the number of clubs increases continuously, we are in need of increased funding to match the increased demand on our funds and to allow new groups to put on their own programming while permitting more established groups to continue to host events that they have hosted for the past several years or even decades. Thus, we have increased our funding request from $325,000 to $390,000, as we were ultimately unable to sustainably fund the clubs we had this year with the amount of funding we had received last year.

**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. We were extremely appreciative of the amount of funding FinApp gave to us last year, as it proved that FinApp understood the breadth and depth of the groups and events for which SAC is responsible. However, even with such significant funding, we have still not been able to sustainably keep up with the rising number of groups and events that groups would like to put on, putting us in a difficult situation, especially when the requested events serve to express core parts of groups’ missions.
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** - Our inability to fulfill our duty to the groups that we supervise was *not* due to any noticeable lack of funding from the FinApp Committee. Unfortunately, this past fiscal year, we received funding requests that were unprecedented in their number and amounts. In order to avoid any instance of bias, we continued to fund according to our Budget Guide, which ultimately led to significant overspending and the likely near-complete depletion of our reserves.
3. How could FinApp have been more sensitive to the clubs within the advisory boards' needs?
   1. In the past, FinApp has been very sensitive to the needs of SAC. Going forward, we want to stress to FinApp the fact that we fund everything objectively, as it is not part of our job to judge the merit of group events. While we recognize that some changes need to be made to our funding process to ensure a more fiscally-sustainable future, we hope that FinApp understands that we cannot make those changes according to judgments about the merits of certain clubs, which limits our ability to effectively cut funding for particular clubs or events that some may see as erroneous.
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** - We must note that this is not FinApp’s fault. Our struggles are a result of the rising number of clubs and events, as well as groups’ improving expertise in navigating our Budget Guide, meaning that they know how to justifiably procure significant sums of money from SAC.
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. The most consistent feedback that we receive from our organizations is that we do not allocate enough funding for them to successfully host the events that we want to host, especially considering the fact that our Budget Guide recommends that we only partially fund the total cost of each event.
   2. One important note: we have not received any complaints of bias, indicating that our policy of following the Budget Guide essentially to the letter is proving to be successful.
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. The process has been transparent and thorough.
7. Is there anything you would like to add regarding funding that exceeds the scope of this application?
   1. We recognize that some might have concerns given the significant funding allocated to certain groups. We would be happy to take questions regarding our rationale behind each group’s funding on an individual basis at Budget Summit.

**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. Yes. We keep our reserves at roughly the $100k recommended by the Office of the Vice President..

We have had to dip into our reserves in the past two fiscal years due to growth in the total number of clubs and increased spending by clubs. We started this semester with $63,457.94 in our reserves, due to the impressive number and cost of events last fiscal year. We are now hoping to replenish our reserves as much as possible.

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.
   1. Yes. Any club that wishes to appeal a decision made by SAC can come in at the beginning of our weekly meetings for “Public Comment.” They may present their case for an appeal and SAC will take the information that they provide into account. Additionally, the first SAC meeting after our semesterly Budget Summit has time allotted for appeals to budget applications. We also hold an appeals process for clubs wishing to move out of restoration and the New Club Development process.
2. 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. Yes. SAC allocates budgets in lump sums on a semesterly basis. Clubs receive these funds at the beginning of each semester and may request ad-hoc funds as needed for unexpected costs or events. Clubs may request this funding by submitting an Event Authorization Form indicating the need for an ad-hoc request. They then present to SAC regarding the nature of the request at our weekly meeting.
3. 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. Yes. Minutes are taken each week by the secretary of SAC. Minutes include all votes and motions made by the board as well as any discussion that takes place. Meeting minutes are then uploaded to Hoyalink and shared on Google Drive by the next meeting. All members of the public are invited to attend meetings or look at our minutes.
4. 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. Yes. The Chair of SAC is elected by club leaders to serve a one-year term. The chair of SAC then picks commissioners to serve on SAC.
5. Clubs have reasonable control over all funds that they fundraise outside of the normal allocations process.
   1. Yes. Clubs are able to spend money that they have fundraised however they see fit, and this money rolls over between fiscal years (as long as the club maintains communication with and gets approval from the CSE).

**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:** Jake Menz

**Name of Group Student Chair:** Jake Menz

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

**Name of Group Advisor:** Jaime Brown

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

**Date:** 02/20/2020

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

**Contact Phone Number:** 917-494-3503