



Undergraduate Funding Policies and Procedures

Undergraduate Student Organizations

A. Eligibility Requirements of Undergraduate Student Organizations, Undergraduate Student Governments, and Sports Clubs for CSU Funding

1. The undergraduate student organization, undergraduate college or school government, or sports club, hereby referred to as the “group”, must be registered as an undergraduate student organization in the Student Activities Office.
2. The group must meet one of the following requirements:
 - i. The group must be open to all students of Creighton University; or
 - ii. The group’s activity must be open to all students of Creighton University, or in the case of student governments, the activity must be open to all students of their respective school.
 - a. Social Greek organizations are not eligible for funding.
3. The group and their activity must have a mission or purpose that is congruent to the mission and purpose of the university and CSU.
4. Activities must be organized and planned by Creighton students primarily for students.
5. The group must have a sound financial history with CSU.
6. The group must either:
 - i. have ONE Creighton Federal Credit Union account with the following requirements:
 - a. A corporate resolution updated with the current officers of the student group;
 - b. The statements sent to the Student Activities Office;
 - c. A two-signature requirement on the account and the signature of the moderator;
 - d. The CSU vice president for finance as a signer on the account.
 - e. The account must be updated annually with the current executives of the group as signers. OR
 - ii. *for undergraduate student organizations or non-student organizations receiving reimbursement:* have an agency account; these groups must indicate on their funding request form that they have an agency account.
7. If a request for funding is from more than one student group, all of the groups involved must meet the eligibility requirements.
8. Other Requirements:
 - i. The president of undergraduate school or college governments which request funding must regularly attend CSU Cabinet meetings.

B. Eligibility for Non Student Organizations for CSU Funding

Disclaimer: CSU funds come from university fees with the intent that they will be used to provide diverse programming for students and enhance the extra-curricular life of students. Because of this, CSU funding is primarily reserved for student events. CSU recognizes, however, that in certain situations CSU funding may be appropriate for non-student organization planned activities that will enhance the extra-curricular life of Creighton students while furthering the mission and purpose of CSU and CSU

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funding.

1. The activity must be open to all Creighton students.
2. The activity must have a mission or purpose that is congruent with the university and CSU.
3. The activity must enhance the extra-curricular life of Creighton students.
4. The activity must involve students with the planning and implementation.
5. The activity must be deemed appropriate for CSU funding by the Appropriations Committee.

C. Guidelines for Use of CSU Funds

1. Creighton Students Union is one of many sources for funding activities. It is expected that groups gain other sources of funding including dues, support from university departments, fundraising, etc.
2. If a group is requesting CSU funds, the group cannot advertise their activity in any way or sell tickets until they have met with the Appropriations Committee and secured funding from the Creighton Students Union, unless preauthorized by the Vice President for Finance. Exceptions to this rule include contacting Creighton University reservations to reserve the space required for an event, and placing the event on the Creighton Calendar, designated as tentative until funding is secured. To enter into contracts (either written or verbal) before securing CSU funding is at the group's own risk. CSU Program Board is an exception from this stipulation.
3. CSU funds **cannot**:
 - i. Be used to purchase assets, which are defined as items that cannot be used up in less than one fiscal year due to the nature of their make up or the purpose of the items, including both items meant to be kept by the club and giveaways. Exceptions to this rule are as follows:
 - a. College and school governments may use CSU funds to purchase uniforms or t-shirts for the executive team and/or to distribute free of charge for marketing purposes with the name and/or logo of the government or school which it represents displayed prominently. In order to be eligible to purchase clothing, the following criteria must be met:
 - (1) The government's budget, at the time it is submitted to the CSU vice president for finance, must include this expense;
 - (2) The total amount spent on uniforms or t-shirts for the year cannot exceed ten percent (10%) of the total annual budget for the school or college government;
 - b. Governments may use CSU funds to purchase faculty and staff awards, such as trophies and frames for certificates.
 - ii. Be used to purchase alcohol.
 - iii. Be used to purchase gift certificates.
 - iv. Be used to endorse a candidate, nor may items purchased with CSU funds be used to endorse a candidate.
 - v. Be used to cover coaching fees or expenses for non-students (i.e. moderator travel expenses).
 - vi. Be allocated or donated to any organization, inside or outside the university, (i.e.

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- university departments, student groups, charitable organizations, scholarships).
- vii. Be used to cover the costs of holding a conference. (Specific events that are open to all Creighton students as well as the conference members may be excluded from this clause).
 - viii. Be used for an activity for the purpose of making a profit for the group or its members.
 - ix. Be used to purchase tickets or otherwise financially support another educational institution, unless the proposed activity contributes to the educational experience of students within the mission of the Creighton Students Union. Activities that may be an exception to this policy include, but are not limited to, guest lecturers and conferences hosted by other institutions.
4. If a group is planning an on-campus event where alcohol will be served, the group must follow the guidelines for serving alcohol outlined in the Student Handbook. If a group is holding an off-campus event where alcohol will be served, the group must apply the alcohol policies for on-campus events to their off-campus event if they receive any amount of funding from CSU. The group must also use a third party vendor.
 5. The following apply **only to undergraduate student organizations, sports clubs and non-student organizations**:
 - i. If a group has received any amount of CSU funds, recognition that CSU has funded the event via the "Funded by CSU" or "Funded in Part by CSU" graphic must be on all publicity, signs, programs and advertisements (e.g. posters, table tents, tickets, flyers, Facebook pages, emails over listservs, etc.) in a visible size and location. These graphics can be found at www.creighton.edu/csu. Failure to comply with this policy could result in deduction of up to 10% of the original allocation for the activity, at the discretion of the Executive Committee.
 6. The following guidelines apply **only to undergraduate student organizations and non-student organizations**:
 - i. CSU will not fund an activity that is taking place at the same time of another activity that has already secured CSU funding, including Program Board events. If there is a conflict, requests for dates will be granted in the order in which the complete funding request forms were submitted.
 - a. Exceptions may be granted with the approval of the Executive Committee.
 - ii. If a group that is already approved for funding decides to change the date of their activity, the group must submit a written request for a change of date to the vice president for finance. The new time is subject to the same stipulations.
 - iii. If a group has received any amount of CSU funds for an activity, at the discretion of the vice president for finance, the organization will be required to check out and post the CSU Banner at the activity. Checking out the banner makes the organization responsible for any damages or loss of the banner and money to pay for damages or loss will be deducted from the amount that the group has been allocated by the Appropriations Committee.
 - iv. Events to be held on campus will be given preference in funding.
 7. Consequences for violations of any funding policies will be determined by the Executive Committee and can include, but are not limited to:

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- i. Denial of funding for current and subsequent semesters; and
- ii. Probation, in which funding can be limited, restricted, or held for a specified amount of time;
- iii. Ineligibility for future funding.

D . Funding Process for Undergraduate Student Organizations, Undergraduate Governments and Non-Student Organizations

1. Undergraduate groups wishing to apply for funding may do so by completing funding request form, for:
 - i. An activity,
 - ii. A semester budget, OR
 - iii. An annual budget.
2. Non-student organizations may only apply for CSU funding for an activity.
3. Groups must submit the funding request at least 15 university business days before expenses are to be incurred.
4. It is recommended that groups submitting a fall semester or annual budget submit the request by September 15th or the next business day. Appropriations will consider all annual and fall semester requests within two weeks following September 15th.
5. A complete funding request must include:
 - i. A complete budget, detailing all anticipated sources of revenue and expenses by activity;
 - ii. A list of all activities for which funding is being requested, including the location, date, and time of each event (as is possible)
 - iii. The signature of the group's moderator and a group representative;
 - iv. A roster that lists all current, active members;
 - v. A paragraph describing each activity and how it will benefit the student body
 - vi. *For non student organizations*, a letter explaining why the event should be eligible for CSU funds.
6. If an activity is thought to fall under the category of carrying on propaganda or otherwise attempting to influence legislation, then it will be reviewed by the Executive Committee. The Executive Committee will then vote only on whether or not the activity should be classified in that manner. It will then follow the regular funding process.
7. The completed funding request shall be presented to the Appropriations Committee at a time to be determined by the vice president for finance.
 - i. A minimum of one and no more than three members of the group submitting the funding request must attend the meeting. The group members should be fully prepared to discuss the request and answer any questions the Appropriations Committee may have.
 - a. Failure to appear at the scheduled Appropriations Committee meeting without communication with the vice president for finance could result in denial of request at the simple majority vote of the Appropriations Committee.
 - ii. Moderators may not be present at the Appropriations Committee meeting. The student members of groups should undertake planning and organizing of the events, and, therefore, members of the group are responsible for presenting the funding request/budget submission.
8. The Appropriations Committee, after hearing the presentation of the group, will decide

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on a proposed allocation for the event(s) by:

- i. Assessing the components of the funding request or budget submission;
 - ii. Ensuring that all activities, as well as the group itself, meet all of the eligibility requirements and that all components of the budget conform to CSU funding policies;
 - iii. Ensuring the group's event(s) is/are consistent with the university and CSU missions; and
 - iv. Evaluating the group's financial history with CSU.
9. The decision of the Appropriations Committee may include certain additional stipulations.
10. The proposal will then be subject to Representative Review as outlined in the Bylaws of the Creighton Students Union Bylaw IX Section F.
11. The proposal will then be subject to review by the president of the Creighton Students Union, who may either:

i. Approve the allocation, finalizing it; OR
Veto the proposal, sending it to the Executive Committee for review. The decision of the Executive Committee, decided by a simple majority vote, will then become final.

E . Funding Process for Sports Clubs

1. Sports Clubs wishing to apply for funding may do so by completing funding request form, for:
 - iv. An activity,
 - v. A semester budget, OR
 - vi. An annual budget.
2. Groups must submit the funding request at least 15 university business days before expenses are to be incurred.
3. It is recommended that groups submitting a fall semester or annual budget submit the request with the End of Semester Report for the previous Spring Semester.
4. A complete funding request must include:
 - i. A complete budget, detailing all anticipated sources of revenue and expenses by activity;
 - ii. A list of all activities for which funding is being requested, including the location, date, and time of each event (as is possible)
 - iii. The signature of the group's moderator and a group representative;
 - iv. A roster that lists all current, active members;
 - v. A paragraph describing each activity and how it will benefit the student body
5. If an activity is thought to fall under the category of carrying on propaganda or otherwise attempting to influence legislation, then it will be reviewed by the Executive Committee. The Executive Committee will then vote only on whether or not the activity should be classified in that manner. It will then follow the regular funding process.
6. The completed funding request shall be reviewed by the Executive Committee during the summer months.
 - i. The Executive Committee may grant advanced funding of up to 25% of the recommendation provided by the Assistant Director – Competitive Sports for Campus Recreation.
7. The completed funding request will then be presented to the Appropriations Committee

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at a time to be determined by the vice president for finance along with any advancements granted by the Executive Committee.

- i. A minimum of one and no more than three members of the group submitting the funding request must attend the meeting. The group members should be fully prepared to discuss the request and answer any questions the Appropriations Committee may have.
 - a. Failure to appear at the scheduled Appropriations Committee meeting without communication with the vice president for finance could result in denial of request at the simple majority vote of the Appropriations Committee.
 - ii. Moderators may not be present at the Appropriations Committee meeting. The student members of groups should undertake planning and organizing of the events, and, therefore, members of the group are responsible for presenting the funding request/budget submission.
8. The Appropriations Committee, after hearing the presentation of the group, will decide on a proposed allocation for the event(s) by:
 - i. Assessing the components of the funding request or budget submission;
 - ii. Ensuring that all activities, as well as the group itself, meet all of the eligibility requirements and that all components of the budget conform to CSU funding policies;
 - iii. Ensuring the group's event(s) is/are consistent with the university and CSU missions; and
 - iv. Evaluating the group's financial history with CSU.
9. The decision of the Appropriations Committee may include certain additional stipulations.
10. The proposal will then be subject to Representative Review as outlined in the Bylaws of the Creighton Students Union Bylaw IX Section F.
11. The proposal will then be subject to review by the president of the Creighton Students Union, who may either:
 - i. Approve the allocation, finalizing it; OR
 - ii. Veto the proposal, sending it to the Executive Committee for review. The decision of the Executive Committee, decided by a simple majority vote, will then become final.

F. Obtaining Funding for Undergraduate Governments and Sports Clubs

1. Once the proposal is approved, it takes up to 15 university business days for funds to be available. The funds will then be deposited into each group's Creighton Federal Credit Union account.
2. At the end of the semester, the group is required to submit a semester report that must include:
 - i. An updated budget showing actual revenue and expenses;
 - ii. Original receipts and/or invoices for all expenses;
 - a. Proper receipts must be official, itemized receipts that detail the service or items being paid for (credit card statements, emails, and copies of checks will not be accepted)
 - iii. Detailed explanations for any significant deviations from the budget that was submitted with the original funding request.

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- iv. An account log detailing every transaction for the semester.
3. Complete reports are due on the first Friday of December for fall semester and the last Friday in April for spring semester.
4. Only money that is accounted for with receipts that correspond to approved expenses will be considered spent and accounted for. Any money not accounted for with receipts will be considered unspent/unaccounted for.
5. Any unspent/unaccounted for CSU funds will be withdrawn from the group's account.
6. If the unspent/unaccounted for CSU funds are not available in the group's account, the group may be placed on probation with terms set by the Executive Committee.

G. Obtaining Funding for Undergraduate Student Organizations and Non-Student Organizations

- i. Once the funding request is approved, the vice president for finance should send out the Direct Pay Request and the money should be deposited and stored in the CSU holding account at the Creighton Federal Credit Union.
- ii. After the activity has taken place, the organization is required to submit an activity report which must include:
 - i. An updated final budget showing itemized revenue and expenses incurred;
 - ii. Original receipts and/or invoices for all expenses;
 - a. Proper receipts must be official, itemized receipts that detail the service or items being paid for (credit card statements, emails, and copies of checks, will not be accepted as proper receipts); and
 - b. Detailed explanations for any significant deviations from the budget that was submitted with the original funding request.
- iii. Reports and all corresponding receipts and/or invoices are due within fifteen (15) university business days of the organization's activity. Failure to submit the required documents by this time will result in forfeiture of CSU funds.
- iv. Based on the report and the total of receipts and invoices from approved expenses, the vice president for finance will transfer funds into the organization's account to cover the cost of the approved expenses, up to the previously approved amount.

H. Special Funding Requests

1. The Executive Committee will determine if the funding request's circumstances are such that require that it is reviewed at a special meeting over the summer. If decided to review, the vice president for finance will slate a meeting to review the funding request in front of the Executive Committee, acting in place of the Appropriations Committee.
2. All other regular eligibility requirements and guidelines must be followed in these instances.

I. Double Jeopardy Clause

1. The Double Jeopardy Clause states that no funding request may be re-submitted at any time to CSU.
2. Instead of seeing a resubmitted request or budget, the CSU vice president for finance will meet with any student groups to answer any questions about the funding process and offer organizations suggestions concerning how to make successful

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- funding requests.
3. A unanimous vote of all four CSU executives can override the Double Jeopardy Clause if circumstances have changed (due to some new information or change in situation) concerning the group or the group's event. If Double Jeopardy is overridden the request shall be reconsidered by the Appropriations Committee, which now needs a three-fourths majority vote to approve a request.

J. Endorsement Policy

1. The opinions and statements expressed by groups funded by CSU and any individual or group associated with the student organization or the student organization's activities or events are not necessarily those held by CSU. CSU funding does not equate to CSU endorsement.
2. It is the responsibility of the group requesting funding from CSU to ensure that they not in violation with Creighton University's Policies & Procedures.

K. Appropriations Committee Policies

1. Student organizations cannot request funding when the Appropriations Committee is not in session.
2. The Appropriations Committee operates on the University calendar and observes all breaks.
3. Student organizations planning activities within the first three weeks of a new semester are expected to secure funding for these activities the previous semester.
 - i. if a group submits a request during the semester for an event that will occur during the first three weeks of the school year and the Executive Committee has already voted to hear the request as a result of special circumstances then the Executive Committee can also pass a majority vote to approve a funding allocation for an event in the first three weeks of the school year.