Other Requests 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 organizations and events planned by the CSU Program Board. Many other sources of funding are available at the University for non-student organizations that are planning activities, and these sources should be pursued before seeking funding from CSU. 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 funding. It should be noted, however, that CSU reserves the right to deny any funding request.

A. Eligibility:
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 CSU Executive Committee.

B. Guidelines for Use of CSU Funds.
1. Creighton Students Union is one of many sources for funding events activities. It is expected that organizations gain other sources of funding.
2. Funding requests and all of their required components must be submitted no later than 15 academic school days prior to the activity.
3. 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. Exceptions may be granted with the approval of the Executive Committee.
4. If an organization that is already approved for funding decides to change the date of their activity, the organization must submit a written request for a change of date to the Vice President for Finance. The new date cannot interfere with any other activity that has already secured CSU funding, including Program Board non-weekly events.
5. CSU funds cannot be used by an organization for the purpose of making a profit from the activity for which they are requesting funding.
6. If an organization is planning on requesting CSU funds, the organization cannot advertise the activity in any way, sell tickets, or enter into agreements with businesses (either written or verbal) until they have met with the Finance Committee and secured funding from the Creighton Students Union, unless preauthorized by the Vice President for Finance.
7. If an organization 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 in a visible size and location. The “Funded by CSU” or “Funded in Part by CSU” graphics can be found at www.creighton.edu/csu.

8. If an organization 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. Please note that 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 organization has been allocated by the Finance Committee.

9. CSU does not provide funding for conferences. The Leadership Education Grant is available for that purpose. Applications are available in the Student Activities Office.

10. No assets will be purchased with CSU funds. An asset is defined as something that cannot be used up in less than one fiscal year due to the nature of its make up or the purpose of the item.

11. CSU funds cannot be used to purchase alcohol. If an organization is planning an on-campus activity where alcohol will be served, the organization must follow the guidelines for serving alcohol outlined in the Student Handbook. If an organization is holding an off-campus activity where alcohol will be served, the organization must apply the alcohol policies for on-campus events to their off-campus event if they receive any amount of funding from CSU and use a third party vendor.

12. CSU funds cannot be used to purchase gift certificates.

13. CSU funds cannot be donated to any organization, inside or outside the university.

14. As stated in the bylaws, punishments for violations of any funding policies will be determined by the Executive Committee. Punishments can include, but are not limited to:
   i. Denial of the funding request;
   ii. Reduction or elimination of funding, if the funding request has already been approved; and
   iii. Ineligibility for future funding.

C. Exceptions to Guidelines
   Because of the nature of some non-student organization planned activities, at the discretion of the Executive Committee, some of the aforementioned policy guidelines may be modified or overridden in special circumstances.

D. Funding Process
   1. The organization must submit a completed form and all of its required components, along with a signed copy of the “Other Requests for CSU Funding” section of the Policies and Procedures, to the CSU Vice President for Finance for review. The funding request must include a cover letter
explaining why the activity is appropriate for CSU funding and all necessary components as stated on the funding request form.

2. Due to the fact that non-student organizations are not required to attend a Student Organization Orientation Meeting, the CSU Vice President for Finance will then contact the organization to set up a required meeting to explain the funding process.

3. The completed funding request is then reviewed by the Executive Committee, who decides by majority vote whether or not the activity is eligible for CSU funding. Note: The Executive Committee votes on eligibility, not on whether or not the activity will be funded.

4. If the Executive Committee decides that the activity is not eligible for CSU funding, the funding request is denied and cannot be resubmitted for review.

5. If the Executive Committee decides that the activity is eligible for CSU funding the funding request then is presented to the Finance Committee at the weekly Finance Committee meeting. A minimum of one and no more than three members of the organization or organizations requesting funding must attend the meeting. The organization members should be fully prepared to present the funding request and answer any questions the Finance Committee might have.

6. The Finance Committee determines whether or not to fund the activity and, if so, how much to allocate the organization after:
   i. Observing the organization’s presentation;
   ii. Assessing all the components of the organization’s funding request; and
   iii. Ensuring that all components of the activity are consistent with CSU funding policies.
   iv. Evaluating the organization’s financial history with CSU

   Note: All Finance Committee decisions are made by a majority vote. The Vice President for Finance does not have a vote on the Finance Committee.

7. The funding request then goes to the CSU President, who can either concur or veto the Finance Committee’s decision;

8. If the funding request is approved by the CSU President, then the CSU Vice President for Finance presents the decision to the full body of CSU Representatives:
   i. The funding request can be subjected to Representative Review (see below)
   ii. If there is no call for Representative Review, the decision is final.

9. If the Finance Committee’s decision is vetoed by the CSU President, the funding request is then reviewed by the Executive Committee. The Executive Committee then makes the final decision by a majority vote.

10. Representative Review:
    i. If five CSU Representatives make a call for Representative Review when the Finance Committee’s decision is brought before the Representative Board, an open discussion and debate about the
funding request will take place among the Creighton Students Union.

ii. Upon a motion to end discussion, the Representatives will take a majority vote on whether or not to concur with the Finance Committee’s decision, or to allocate a new amount.

11. Requests over $5,000.00:
   i. The Finance Committee has the ability to recommend funding any student group up to $5,000. Requests exceeding that amount will still go before the Finance Committee, which will make a recommendation to the Executive Committee. The Executive Committee makes the final decision on all requests over $5,000.00.
   ii. Requests exceeding $5,000.00 are not subject to approval of the President or Representative Review

12. Obtaining Funding:
   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.
   ii. After the activity has taken place, the organization is required to submit a financial summary report of the activity that must include:
      a. An itemized list of all revenues and expenses;
      b. Original receipts and/or invoices for all expenses;
         1) Proper receipts must be official, itemized receipts that detail the service or items being paid for
         2) Credit card statements, emails, and copies of checks, will not be accepted as proper receipts; and
      c. 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 30 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 then transfer funds into the organization’s account up to the previously approved amount.
   v. Because organizations are not allowed to make a profit through use of CSU funds, total funds transferred cannot exceed the difference of total expenses minus total revenues for the activity. (e.g. An organization approved for $1000, but having total expenses of $2000 and total revenues of $1500 will only receive $500.)