C. Representative Use of CSU Funds
1. Any Representative or CSU Committee will have the option to apply for CSU funds through the completion of a Representative Funding Request Form.
2. Once the form is properly completed and submitted no later than 5 academic school days, excluding weekends and university-recognized breaks, prior to the incurrence of the requested expense, the funding request will be brought before the Executive Committee.
3. The Representative or CSU Committee is required to be aware of all the Guidelines for Use of CSU Funds for Undergraduate Student Organizations (p15) as all these policies apply to his/her funding request with the exception of deadlines stated.
4. The Representative or CSU Committee requesting funds is not required to be present at the time the funding request is reviewed; however, there is the option to be present.
5. A majority vote by the Executive Committee will approve the expense request. The Executive Committee’s decision is final.
6. The Vice President for Finance will instruct the Representative or CSU Committee of the appropriate methods to incur approved expenses.

Section in Undergraduate Student Organizations that Representatives are required to follow:

C. Guidelines for Use of CSU Funds.
1. Creighton Students Union is one of many sources for funding activities. It is expected that student organizations gain other sources of funding including: dues, support from university departments, fundraising, etc.
2. Funding requests and all of their required components must be submitted no later than 15 academic school days, excluding weekends and university-recognized breaks, 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 events.
5. CSU funds cannot be used by an organization for the purpose of making a profit for the organization or its members from the activity that they are requesting funding for.
6. If an organization is planning on requesting CSU funds, the organization cannot advertise their 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, 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” and “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, at the discretion of the Vice President for Finance, the organization will be required to check out and post the CSU Banner at their 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 event 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 event 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. In order to protect its tax-exempt Corporation status, Creighton Students Union must ensure that “no substantial part” of its activities involves “carrying on propaganda” or otherwise attempting to influence legislation on the city, state, national, or international level. Funding requests for politically charged events will be considered and will be denied if the requested use of funds would cause the loss of tax-exempt status or the imposition of any taxes or penalties. Not included under this clause, are debates and the like, that equally represent both sides of an issue.

15. As stated in the bylaws, consequences 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.