Undergraduate Student Organizations

Activity-by-Activity Funding
Eligible student organizations must apply for funding on an activity-by-activity basis. This means that an organization requesting funding must submit a funding request form and all of its required components every time the organization is planning an activity for which they are desiring financial support from the Creighton Students Union.

A. Eligibility Requirements of Student Organizations for CSU Activity-by-Activity Funding
1. The student organization must be registered as an undergraduate student organization in the Student Activities Office.
2. The student organization must be open to all students of Creighton University.
3. The student organization’s activity must be open to all students of Creighton University.
4. The activity must be organized and planned by Creighton students for members of the Creighton community, primarily students.
5. The student organization must have a mission or purpose that is congruent to the mission and purpose of the university and CSU.
6. The student organization’s activity must have a mission or purpose that is congruent with the university and CSU.
7. The student organization must have a sound financial history with CSU.
8. The student organization must have ONE Creighton Federal Credit Union account with the following requirements:
   i. A corporate resolution updated with the current officers of the student group;
   ii. The statements sent to the Student Activities Office;
   iii. A two signature requirement on the account; and
   iv. The CSU Vice President for Finance as a signer on the account.
9. If a request for funding is from more than one student group, all of the groups involved must meet the eligibility requirements or fit one of the exceptions.

B. Exceptions for Eligibility
1. Selective organizations may receive funding for an activity if they are registered in the Student Activities Office and their activities are open to all students of Creighton University.
2. At the discretion of the Finance Committee, activities that are open only to the students of the organization requesting funding may receive funding if the student organization is open to all students.
3. Student organizations with agency accounts may request CSU financial support at the discretion of the Vice President for Finance; these groups must indicate on their funding request form that they do indeed have an agency account.
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.

D. Funding Process

Note: All contact between the Creighton Students Union and student organizations takes place through email. Thus it is essential to check your email regularly when your organization has submitted a funding request for review.

1. To request funding an organization must first complete the CSU funding request form. These forms can be found in the Student Activities Office and online at www.creighton.edu/csu. Completed funding request forms must be submitted to the CSU Vice President for Finance no later than 15 academic school days before the scheduled activity and must include all necessary components as stated on the funding request form.

2. If the completed funding request 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, who decides by majority vote whether or not the activity should be classified in this manner. The student organization will then follow the regular funding process. Note: The Executive Committee votes on classification, not on whether or not the activity will be funded.

3. A completed funding request form which meets all the relevant due dates is presented to the Finance Committee at the weekly Finance Committee meeting.
   i. 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.
   ii. Moderators may not be present at the Finance Committee meeting. Activities should be planned and organized by members of the student organization, and, therefore, members of the organization are responsible for presenting the funding request.
   iii. Failure to appear at the scheduled Finance Committee meeting, without communication with the Vice President for Finance, could result in denial of request.

4. The Finance Committee determines how much to allocate the student organization after:
   i. Observing the organization’s presentation;
Assessing all the components of the organization’s funding request;

Ensuring that the organization and the activity meet all eligibility requirements and that all components of the activity are consistent with CSU funding policies; and

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.

5. The funding request then goes to the CSU President, who can either approve the Finance Committee’s decision or veto the decision:
   i. 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:
      a. The funding request can be subjected to Representative Review (see below)
      b. If there is no call for Representative Review, the decision is final.
   ii. 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.

6. Representative Review:
   i. If five non Finance Committee 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 is held 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, allocate a new amount, or deny funding.

7. 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 subject for possible Representative Review.

8. 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.)

E. Finance Committee Policies
1. Student organizations cannot request funding when the Finance Committee is not in session.
2. The Finance 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.

F. Special Funding Requests
1. Under special circumstances, student organizations may submit funding requests over the summer when the Finance Committee is not in session.
2. The Executive Committee will first determine if the funding request shall be 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 Finance Committee.
3. All other regular funding policies must be followed in these instances.

G. Double Jeopardy Clause
1. No funding request may be re-submitted at any time to CSU.
2. The CSU Vice President for Finance will meet with any student groups to answer any questions about the funding process and offer student organizations suggestions concerning how to make successful funding requests.
3. A unanimous vote of all four CSU executives can override the Double Jeopardy Clause if circumstances have changed concerning the student group or the group’s event (due to some new information or change in situation), in which case the request shall be reconsidered by the Representatives, who shall approve the request by a three-fourths majority vote.